309, Shree Renuka Nagar CHS Ltd, Mobile: 9930149375 Behind IBIS building,

New Link Road, Email: rmhaskar@yahoo.in

Kandivali (West)

Mumbai – 400067

**Rajani L. Mhaskar**

**Summary of Qualification:**

Possessing a proven eclectic approach to counseling from client need assessment through counseling sessions and evaluation process since 5 years. Excellent in project implementation, managing work relationships, networking and adept at managing various tasks simultaneously to achieve team objectives. High level proficiency in Computer Operations with extensive knowledge of MS Word, Excel, PowerPoint and Internet.

**Work Experience:**

1. **Centre for Development Initiatives ( July 2014 to December 2016)**

Designation: Counselor

Responsibilities:

* + - * Counseled marginalized women about safe sex practices to prevent them from HIV/AIDS

and Sexually Transmitted Infections (STIs) individually and in a group.

* + - * Conducted Pre and post HIV test Counseling sessions
      * Counseled clients about Tuberculosis (TB) and its treatment and maintained follow up of TB

positive clients.

* + - * Facilitated People Living with HIV (PLHIV) Support Group Meetings.
      * Conducted advocacy meetings with stakeholders and various Government and Non- Governmental

Organizations in order to strengthen linkages network.

* + - * Maintained case studies and Project related documentation.

1. **Health Impetus Pvt. Ltd. (September 2013 to July 2014)**

Designation: Counselor

Responsibilities:

* + - * Counseled metastatic breast cancer patients on various issues like managing chemotherapy side

effects, anxiety, and other psychological and health concerns.

* + - * Conducted counseling sessions for family members of the patients.
      * Assisted patients during Patient Assistance Programme to obtain free medical support from the

organization.

* + - * Maintained records and provided timely verbal and written reports.

1. **Sankalp Rehabilitation Trust ( November 2011 to July 2013)**
2. **Detoxification Centre ( February 2013 to July 2013)**

Designation: Project Coordinator

Responsibilities:

* Monitoring and guiding work of Project Team including Social Worker, Counselor, Nurses, and ward boys.
* Conducted advocacy and networking meetings with NGO’s, Hospitals & other local bodies.
* Managed budget and resources.
* Led weekly staff meeting to discuss ways of improving quality of services provided to the resident clients.
* Submitted monthly reports on project progress to donor organizations.

1. **Sustainable Livelihood Project (November 2011 to January 2013)**

Designation: Project Coordinator & Counselor

Responsibilities:

* Accumulating accurate information about the substance dependent client in order to formulate suitable counseling sessions.
* Providing individual counseling sessions to clients with a view to aid them to come out of their addiction.
* Conducted regular group counseling sessions to motivate them for a drug free recovering life.
* Meet up client’s family to obtain significant information about them that can be utilized to develop rehabilitation plan & also to involve families in holistic recovery of clients.
* Provided Pre & Posttest HIV/AIDS counseling.
* Recorded and documented case studies of clients.
* Prepared reports as per donor requirements.
* **Computer Training:**
* Organized various informative activities across centers to encourage clients for computer training.
* Conducted daily non – computer activities to facilitate visual recognition of alphabets.
* Trained clients in Paint, MS Office - Word, Excel, and PowerPoint.
* Coordinated and inspected the data verification work done by clients.
* **Vocational Training Project:**
* Encouraged and placed clients into various vocational training courses based on their interest and aptitude, so as to provide them with an employment opportunity to help them become independent.
* Coordinated with training centers for placement of the trained clients.
* **Gardening Project:**
* Selected clients for gardening work based on their interest.
* Supervised work of gardening boys by conducting weekly visits and follow –ups and reported to concerned authorities.

**Educational Qualification:**

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| --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **Percentage Obtained** | **Board/ University** |
| M.A.  (Counseling Psychology) | 2011 | 59.13% | S.N.D.T. University |
| B.A. ( Psychology) | 2009 | 66.16% | Mumbai University |
| H.S.C. | 2006 | 64.33% | Mumbai Board |
| S.S.C. | 2004 | 51.89% | Mumbai Board |

**Trainings:**

* **February 2013:** Group therapy and individual counseling in Addiction treatment from T.T. Rangnathan Medical Research Foundation, Chennai.
* **December 2012:**Certificate Course in basic and Advance level Rational Emotive Behavior Therapy(REBT) from In Vivo, Matunga (E)
* **August 2008:** Certificate course on Remedial teaching from Vallabhdas Dagra Indian Society for Mentally Challenged students, Malad (W)
* **August 2007:** Basic Diploma course in Computer Software & Hardware.

**Languages Known**:

English, Hindi, Marathi, Gujarati

**Interests:**

Reading Novels &Traveling