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| **HARSHITA SARAF** |
| 101, Landmark Building, N.S. Road No 5, JVPD Scheme, Near Cooper Hospital, Mumbai - 56 |
| [harshitasaraf@gmail.com](mailto:harshitasaraf@gmail.com) |
| Tel: 09833101142 |

**PROFILE:**

A post graduate in M.A. Psychology having work experience of 3.5 years working with NGO, Government and private organizations/individuals. Some of my work responsibilities have included working with high risk individuals, adults, disabled children, women, LGBTQIA+ community and senior citizens suffering from health issues and psychological related problems. I have experience working in an administrative capacity, social media marketing, writing articles/blogs, filing reports, planning and organizing campaigns. I’m comfortable working with a team as well as an individual who likes taking own initiative. Such a diverse work experience has imparted a macro view of understanding the functioning, capacity and capabilities along with a micro view of challenges, limitations and execution of plans/programs faced by each sector. Reliable, trustworthy, numerate, meticulous and passionate about helping people in addition to being a fast learner, out-of-the-box thinker and liking challenges.

**EDUCATION:**

* **Certificate in Clinical Hypnotherapy & Neuro-Linguistic Programming**, ICHARS, 2018-19
* **Certificate Course in Forensic Psychology,** Indian Forensic Sciences, 2016
* **M.A. (Psychology)**, IGNOU, New Delhi; 2015

**Subjects Studied:** Clinical Psychology, Social Psychology, Psychotherapy

* **Bachelor of Business Administration,** GGSIPU, New Delhi; 2010; Credits:52

**Subjects studied:** Business Studies, IT Management, Management Studies

* **Certificate in Creative Writing,** St**.** Xavier’s College of Communication, Mumbai, 2014

**EXPERIENCE:**

**Sales & Marketing Head for Spinco India Ltd for 1 year,** May 2019 – May 2020

* Liasioning with foreign counterparts, suppliers and customers
* Proactive marketing, Customer Service & Sales support, training of new hires
* Maintaining and updating database regularly of all the customers, samples sent, offers made
* Finding out new potential customers for products and doing sales promotional activities such as sending brochures/product flyers through couriers and emails.

**Project Counselor for Yes4Me project, Aastha Parivaar for 8 months,** Aug 2018 – Apr 2019

* Provided counseling for FSW and high risk individuals for health project
* Participated in TI camps conducted across Mumbai
* Mapped key target populations & updated referral list for doctors across Mumbai, Thane & Pune

**Counselor for various Child Care Institutions under the Department of Social welfare, A&N Administration for 9 months,** May 2017 – Jan 2018

* **Worked with the State Child Protection society** and helped implement the Integrated Child Development Scheme
* **Appointed as Clinical Psychologist and worked for 1 month** with disable children
* **Volunteered for the Indian Red Cross Society** and helped organize mock drills, awareness campaigns and build project proposals for the safety of the UT
* **Civil Defence Volunteer for South Andaman for 9 months,** May 2017 – Jan 2018
* **Co-editor of Govt. Quarterly Magazine** Dweep Darpan**,** September issue

**Psychologist, Yourdost.com for 2 years,** Jan 2016 – Feb 2018

* Provided counseling on addiction, depression, family and relationship issues, personality and behavioral disorders

**Clinical Psychology Internship at R.J. Medical Foundation & Bagri Hospital for 1 year,** Oct 2015 – Nov 2016under Dr. Ashish Deshpande, psychiatrist and Dr. Shilpa Parekh, clinical psychologist

**Content Writer for Travelguru.com & Yatra.com 6 months,** June 2015 – Dec 2015

* Published ads, blogs , EDMs & travel content
* Revised homepage & other main content
* Responsible for team of content writers and editing of content

**Administrative Assistant, Ramkrishna Mission Hospital 1 year,** May 2014 – May 2015

* Counseled physiotherapy patients
* Liaison for various departments and head office
* Prepared feedback reports and forms

**Freelance writer for Upwork.com, chefauntysdabba.com & blogadda.com for 1 year,** Jan 2014 – Feb 2015

* Published various articles on widespread topics related to health, travel, technology & food
* Wrote blogs and advice columns

**SKILLS:**

* Published article in the school annual magazine
* Published stories and write-ups in college newsletter & local paper
* Prepared project reports and assisted in making proposals for assistance of funds and able support
* Microsoft Windows 10 / XP / Vista, Microsoft Office 2010 (Word, Excel, PowerPoint, Access)
* Social Media Navigation (Facebook, Twitter, Instagram)