

MEENAKSHI CHAUBEY

433/9 GANESH VIHAR LANE NO.3

GANGA NAGAR RISHIKESH

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CAREER OBJECTIVE

Seeking a responsible post in the organization.

PERSONAL QUALITIES

- High performance and ability to implement new initiatives.
- Decision making and helping to make all administrative works updated
- Organizing the weekly and monthly updates.
- Excellent communication skills in written and verbal both.

COMPUTER KNOWLEDGE

- Excellent in basic use of computer.
- Proficient in working on MS office.
- Internet surfing.

ACADEMIC QUALIFICATIONS AND ACHIEVEMENTS

- Passed out from High school in 2011 with an aggregate of 74% in I.C.S.E board.
- Passed out from High Secondary in 2013 with an aggregate of 60% from Science Stream in I.S.C board.
- Completed graduation in Bachelors of Arts and scored 67.73% and obtained first division in H.N.B GARHWAL UNIVERSITY.
- I scored 76 percent in psychology during my graduation from H.N.B GARHWAL UNIVERSITY.

- I scored 7.17 grade point in my post-graduation exam and obtained first position in M.K.P COLLEGE DEHRADUN.
- GOLD MEDALIST in psychology from M.K.P COLLEGE, DEHRADUN.
- Obtained second rank in H.N.B Garhwal Centralized University.
- Secured third position in LEADERSHIP AND PERSONALITY DEVELOPMENT organized by Vivekananda Seva Samiti.
- Active participation in NSS program and having B CERTIFICATE and C CERTIFICATE.
- Awarded with a training certificate in ARTS OF NEWS WRITING.
- Participated in ONE DAY WORKSHOP OF KNOW YOURSELF which is based on our life skills and life sciences conducted by the INTERNATIONAL INSTITUTE OF PSYCHOMETRIC COUNSELLING.
- Participated in WORKSHOP ON WOMEN EMPOWERMENT which is conducted by Women's Cell of M.K.P. (P.G) COLLEGE, DEHRADUN.
- Participated in WORKSHOP ON COGNITIVE PSYCHOLOGY AND PHYSIOLOGY PSYCHOLOGY.
- I did my research work on ANXIETY LEVEL AND EMOTIONAL STABILITY AMONG HEARING DISABLED (USING HEARING AID) AND NORMAL CHILDREN.
- I did my research work in LIFE SATISFACTION AMONG ADOLESCENTS, a part of positive psychology.
- I did my research work in ATTITUDE TOWARDS MARRIAGE IN INDIAN AND TIBETAN SOCIETY, a part of cross culture and social psychology.
- I had completed my leader training from certificate laughter yoga teacher and having the knowledge of inner spirit of laughter as taught by Dr. Madan Kataria from LAUGHTER YOGA INTERNATIONAL UNIVERSITY.
- I had passed USET examination 2017 with an aggregate of 46 percent.

- I scored positions in essay writings and debate competitions.
- I did volunteer work in RED RIBBON CLUB for 3 year.
- I participated as a delegate in the “LIVE ENDOSCOPY WORKSHOP” and “COGNITIVE ASSESSMENT AND EVALUATIVE IN CHILDREN AND ADOLESCENT –WORKSHOP” which was conducted by MAX INSTITUTE OF NEUROSCIENCE, DEHRADUN.
- I participated in one day seminar over “INTERNATIONAL DAY FOR ELIMINATION OF VIOLENCE AGAINST WOMEN” conducted by UTTARAKHAND STATE COMMISSION FOR WOMEN.
- Awarded as “PRESIDENT OF PSYCHOLOGY DEPARTMENT”, during my post-graduation course in M.K.P PG COLLEGE.
- I am pursuing Post Graduation Diploma in Mental Health from IGNOU University.
- Invited as a Research Assistant in Banaras Hindu University, Varanasi.
- Invited as a Guest Lecture in Quantum University, Roorkee.
- Participant in enduring the material titled COPING WITH THE STRESS TO CORONAVIRUS from HARVARD MEDICAL SCHOOL.
- Participant in enduring the material titled ETHICAL AND PSYCHOSOCIAL ISSUES IN MANAGEMENT OF COVID 19 from HARVARD MEDICAL SCHOOL.
- Certification of Marketing Strategic from Great Learning collaborated with Great Lakes Institute Chennai.

WORK EXPERIENCE

- Completed my internship for three months in Nanhi Dunya “The International Movement of Children and Their Friends”.
- Worked as Sales Associate at **ANANDA IN THE HIMALAYAS, palace estate, Uttarakhand** for two years since June 2018 to 2020..
- Worked as visiting faculty in the designation of Assistant Professor of Psychology in Quantum University Roorkee.
- Completed 240 hours of working with clinical disorder cases in Moolchand Hospital, New Delhi.

- Worked as psychologist in Varta Healthcare , New Delhi

KEY SKILLS AND COMPETENCIES

- Strong decision making and problem solving ability.
- Ability to motivate and lead others in team.
- Excellent communication skills.
- Track records of delivering results with deadlines.
- Got appraisal for achieving above target in workplace.
- Excellent Guest Relationship.
- Knowledge of making Monthly Sales Report and Costing sheets, Managing queries and emails from the guests.
- Knowledge about Micros and opera software.

RESEARCH SKILLS

- Developed and conducted surveys to measure life satisfaction among the youth of the modern time.
- Managed detailed project plan to coordinate activities among team members for final group presentation
- Met editorial deadlines as an extracurricular editor for college newspaper.

PERSONAL DETAILS

19/SEPTEMBER/1995

LANGUAGES KNOWN - ENGLISH AND HINDI

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