

# Curriculum Vitae

## General

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Full Name	<b>Latika Arora</b>
Date of Birth	16 <sup>th</sup> February, 1991
Nationality	Indian
Gender	Female
Education Qualification	Master of Science (M.Sc.) in Neuropsychology
Area of Specialization	Neuropsychology and Counseling such as, Vocational; Child; Adolescent; Adult; Family and Couple

## Career Objective

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Looking forward to a challenging and competitive work atmosphere leading to a professional experience, with a dynamic and progressive organization where my skills, knowledge and abilities will be utilized to the optimum for the mutual benefits.

## Personal Profile

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I am a hard-working, responsible person with pleasing personality and I have a trustworthy nature. I am an enthusiastic and driven individual, who is willing to learn. I am well organized with a wide range of useful skills. I work well in teams and my educational experience includes working with diverse teams. I always credit my team for good result because I strongly believe in unity.

## Contact

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Permanent Address	E 276, Beta 1
City/State	Greater Noida
Country	India
Pin Code	201308
Mobile (with Std Code)	+91 9953189361
Primary Email Address	<a href="mailto:aroralatika91@gmail.com">aroralatika91@gmail.com</a>
Alternate Email Address	<a href="mailto:aroralatika02@gmail.com">aroralatika02@gmail.com</a>

## Core Competence

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- Good communication and interpersonal skills.
- Independent learner and highly believes in myself and self-growth.
- Reliable and Sincere person.
- Good Observational Skills.
- Versatility in understanding the issues and meeting diverse requirements of projects/tasks.
- I am Self-motivated, can perform multi-task efficiently, and can quickly get productive with new tools and technologies.
- Proficient in working both independently or collaboratively.
- **Tool-sets:** MS Office, Adobe Photoshop.
- **Languages:** English and Hindi.
- **Hands on** experience with EEG, HEG, NFB, ERP-P300, Oddball Paradigm, BEOS.
- **Hands on** experience with Case study, Field Study, Projective tests, Play Therapy, Psychodrama.

## Educational Qualifications

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<b>Matriculation (10th)</b>	
School	: Presentation Convent Sr. Sec. School.
Board	: C.B.S.E.
Year of Passing	: 2007
Subjects	: English, Sanskrit, Mathematics, Science, Social Science
<b>High Secondary/Intermediate (10+2)</b>	
School	: Presentation Convent Sr. Sec. School.
Board	: C.B.S.E.
Year of Passing	: 2009
Subjects	: History, Political Science, Sociology, Home Science, English
<b>Bachelor of Arts (Hons.) in Psychology</b>	
Board/ University	: Ambedkar University, Delhi
Year of Passing	: 2013
Subjects	: Psychology
<u>Semester's</u>	<u>Name of the Course</u>
Semester 1	1) English Proficiency Course 1 2) Hindi Adhar Pathyakram. 3) Introduction to the Social Sciences. 4) Logical Reasoning. <i>Grade Point: SPI: 4.5</i>
Semester 2	5) English Proficiency Course 2 6) Identity Through Popular Narratives (ITPN). 7) Human Cognition 8) Understanding Personality <i>Grade Point: SPI: 5</i>

Semester 3	9) Adhunik Sahityik Pravrittiyan aur Andolan 10) History of Psychology 11) Social Psychology 12) Statistics <i>Grade Point: SPI: 5.5</i>	
Semester 4	13) Psychology in Action 14) Research Methods in Psychology 15) Understanding Childhood <b>16) Practical 1: Experiments in Psychology</b> 17) Sahitya Ki Samagh <i>Grade Point: SPI: 6.75</i>	
Semester 5	18) Neuropsychology through Clinical Cases: Possibilities & Limits 19) Understanding Abnormality <b>20) Practical 2: Case Studies</b> 21) Conceptualizing Rural and Urban Societies <i>Grade Point: SPI: 6</i>	
Semester 6	22) Psychology for India <b>23) Practical 3: Psychological Testing</b> 24) Research Methods	
<b>Dissertation</b>	25) Theatre and the formation of self. <i>Grade Point: SPI: 6.25</i>	

### Bachelor of Education (B.Ed)

Board/ University : Maharshi Dayanand University, Rohtak, Haryana  
 Year of Passing : 2014  
 Subjects : English, Vocational Guidance and Counselling and Social Science

### Masters of Science (M.Sc) in Neuropsychology

Board/ University : Gujarat Forensic Sciences University, Gandhinagar, Gujarat  
 Year of Passing : 2017  
 Marks Obtained : 78.7%  
 Subjects : Neuropsychology

<u>Semester's</u>	<u>Name of the Course</u>
Semester I	1) Basic Brain Anatomy 2) Basic Brain Physiology 3) Sensory Systems 4) Motor Systems <i>Grade Point: SPI:7.75</i>
Semester II	5) Occipital and Parietal Lobe Functions 6) Temporal Lobe Functions 7) The Frontal Lobe – Organ Of Civilization 8) Research Methods and Statistics <i>Grade Point: SPI:7.50</i>
Semester III	9) Encoding – Transcoding 10) Memory Systems 11) Working Memory 12) Frontal Controlling System <i>Grade Point: SPI: 8.25</i>

	Semester IV	13) Neuropsychological Development 14) Neurocognitive Paradigms 15) Neurocognitive Analysis 16) EEG Changes in Cognitive Processing <i>Grade Point: SPI: 8</i>	
	<b><u>Laboratory and Test/Battery</u></b>	17) EEG – Electroencephalography 18) ERP – Event-Related Potential 19) BFT – Brain Function Therapy 20) NFB – Neuro-Feedback/Biofeedback 21) HEG – Hemo-Encephalography 22) BEOS – Brain Electrical Oscillations Signature Profiling 23) PSG – Polysomnography 24) CBT – Cognitive Behavioral Therapy 25) RET – Rational Emotive Therapy 26) Luria Battery (Neuropsychological battery test) 27) Projective tests – MMPI 28) Intelligence tests – WAIS, VSMS 29) ERP – P300, P200, N100, N200, Oddball Paradigm	

## Professional Experience

<b><i>Employment History</i></b>	
<b>Work Experience in 2009 (Full-Time)</b>	
✓	<p>Worked with The Indian Institute of Financial Planning as a Career Counselor,</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>➤ Participated in various promotional activities for acquiring new customers in educational fairs and Delhi University.</li> <li>➤ Counseling prospective students for B.B.A.</li> <li>➤ Walk in a generation through telephonic calling on 12<sup>th</sup> pass database collected through different sources.</li> </ul>
<b>Work Experience from 10<sup>th</sup> December 2010 until 15<sup>th</sup> July 2011 (Full-Time)</b>	
✓	<p>Worked with Centre for Career Development as a Vocational Counselor,</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ Participated in various promotional activities for acquiring new customers in educational fairs.</li> <li>➤ Conduct aptitude tests such as CIS, DBDA, SIH &amp; Map – T Tests.</li> <li>➤ Counsel students who participated in CIS, DBDA, SIH &amp; Map – T Tests.</li> <li>➤ Used <b>Play Therapy</b> and Organized Workshop and Training sessions for school teachers and counseling sessions for students in schools as well as in the office.</li> <li>➤ Worked independently as well as in a team.</li> <li>➤ Personally appreciated by Mr. Jitin Chawla for my hard working and dedicating performance</li> </ul>

<b>Work Experience from 16<sup>th</sup> December 2014 until 16<sup>th</sup> July 2015 (Full-Time)</b>
<div>✓ Worked with VidyaGyan School as a <b>Junior Behavioral Counselor, Teacher, Career Counsellor &amp; Girl’s Hostel Warden</b></div> <div><b>Responsibilities :</b></div> <div><div>➤ Counseled students on topics such as motivation, concentration, public speaking, personal grooming, and improvised student-teacher relation.</div><div>➤ As a warden, my role was to teach disciplined behavior, bed-making, toilet training, cleanliness and maintains of the surroundings.</div><div>➤ I was appointed as an English communicator (Teacher), my teaching involved lots of outdoor activities to help them understand communication better. Playing games and learning along was a major key aspect.</div><div>➤ Used <b>Play Therapy</b> and Organized Workshop and Training sessions for school teachers and counselling sessions for students in schools.</div><div>➤ I also participated in various activities in the administrative department.</div></div>
<b>Work Experience from 1<sup>st</sup> September 2018 until 06<sup>th</sup> February 2020 (Full-Time)</b>
<div>✓ Worked with Cadabams Rehabilitation Centre as a <b>Counsellor</b></div> <div><b>Responsibilities :</b></div> <div><div>➤ Counseled various psychiatric patients, psycho educated them about their illness and their families as well</div><div>➤ Looked after their personal care and hygiene on a daily basis.</div><div>➤ Was involved in group therapeutic activities where we used to psycho-educate patients in a group about their illness, symptoms, managements, and how to cure them.</div><div>➤ I was made in-charge of an independent unit, Dementia Care Unit, where we designed the plan to look after dementia people and for their families as well.</div></div>
<div><b>Apprenticeship History</b></div>
<b>Internship from 3<sup>rd</sup> June 2016 until 10<sup>th</sup> August 2016 (Full-Time)</b>
<div>✓ Internship under Dr. Anand Kumar Saxena (HOD – Neurology) at Max Smart Super Specialty Hospital, Saket, Delhi, I was interning in the neurological department to gain clinical knowledge of neurological disorders and to understand various investigation modalities.</div> <div><b>Learning and Experience gained:</b></div> <div><div>➤ I have seen patients suffering from Parkinson’s disease with behavioral abnormalities, Post Epilepsy Depression and Anxiety disorders, and different types of headaches including, migraine and Chronic tension-type headaches.</div><div>➤ I have seen cases of Cerebral Palsy, Autism, Depression, Dementia, &amp; ADHD.</div><div>➤ I had conducted counselling sessions along with play sessions for patients who had depression, stress and children who had Autism and ADHD. It turned out quite beneficial for them and obtained good remarks at the end of every month in a feedback form.</div></div>
<b>Internship from 10<sup>th</sup> November 2016 until 10<sup>th</sup> December 2016 (Full-Time)</b>

<p>✓ Internship with Mind Care and Management Associates Pvt. Ltd.</p> <p><b>Learning and Experience gained:</b></p> <ul style="list-style-type: none"> <li>➤ Practical experience of working with HEG Neuro-Feedback Therapy, during this time, I have seen cases with Cerebral Palsy, ADD, Concentration problem, Migraine &amp; ADHD. Their neurological assessment was taken before and after and a comparative study was developed on basis of that. Each session was recorded on HEG Neuro-feedback software in computer and report was prepared accordingly.</li> </ul>
<b>Internship From 5th January 2017 until 30th March 2017 (Part-Time)</b>
<p>✓ Internship with Walk for Water campaign for Universal safe water access in association with Ministry Youth Affairs and Sports Government of India.</p> <p><b>Learning and Experience gained:</b></p> <ul style="list-style-type: none"> <li>➤ Worked towards increasing conservation awareness and contribution to the development of innovative technologies and concepts for water conservation and Rainwater harvesting.</li> <li>➤ We are all given a different unique code number on our certificate which has been issued by Government of India.</li> <li>➤ I enriched my marketing skills which I had acquired from my past experience.</li> <li>➤ I was appointed a Coordinator of Gandhinagar later I was asked to join as head Coordinator of entire Gujarat.</li> </ul>

## Credentials/Awards

<u>Year</u>	<u>Credentials/Awards</u>
<b>2004</b>	The Times of India, NIE-Day, Candle making competition at Presentation Sr. Sec. School, Delhi
<b>2004</b>	7 <sup>th</sup> National Science Olympiad at Presentation Sr. Sec. School, Delhi
<b>2006</b>	Winning Inter house Basketball Competition at Presentation Sr. Sec. School, Delhi
<b>2011</b>	Workshop on "Handling Sexuality & Developing Right Attitude" Organised by Unique Psychological Services at Delhi
<b>2011</b>	Audacity, Rangoli Making Competition at Ambedkar University, Delhi
<b>2012</b>	Audacity, A Volunteer of Fine Arts Society at Ambedkar University, Delhi
<b>2012</b>	Audacity, Organised a North-Eastern Corner named "Wild Orchid" at Ambedkar University, Delhi
<b>2015</b>	Workshop on 'The Role of Forensic Psychology and Neuro-criminology in Criminal Justice Delivery System' Organised by Gujarat National Law University, Gujarat
<b>2015</b>	<p>1<sup>st</sup> International Conference on Work, Stress and Health: Recent Perceptions, Future Trends Organised by ICSSR (Indian Council of Social Science Research) at St. Bede's College, Jammu</p> <p><b><u>Presented a Research Paper on the topic: Theatre: Mask and Self Preservation.</u></b></p>

<b>2015</b>	International Conference of Indian Academy of Health Psychology Organised by University of Jammu, Jammu
<b>2016</b>	Workshop on “Brain Electrical Oscillations Signature (BEOS) Profiling” Organised by Institute of Behavioral Science, Gujarat Forensic Sciences University, Gujarat
<b>2016</b>	One Day Symposium on Forensic Psychology Day, Organised by Social Justice & Empowerment Department and Gujarat State Child Protection Society, Gandhinagar at Institute of Behavioral Science, Gujarat Forensic Sciences University, Gujarat
<b>2016</b>	<p>1<sup>st</sup> National Conference of Cognitive Neuroscience Society of India (CNSI), “Envisioning The Brain mind: A Multidisciplinary Approach” Organised by Social Justice &amp; Empowerment Department and Gujarat State Child Protection Society and UNICEF at Institute of Behavioral Science, Gujarat Forensic Sciences University, Gujarat.</p> <p><b><u>Presented a Research Paper on the topic: Train the Brain “Improvise Concentration and Focus through the medium of Hypnosis and Neuro-Feedback.</u></b></p>
<b>2016</b>	Workshop on Counselling Organised by Centre for Law Society, Gujarat National Law University, Gandhinagar, In collaboration with TISS, Mumbai
<b>2017</b>	1 <sup>st</sup> position in a Football match and 2 <sup>nd</sup> position in Cricket and Volleyball inter-college Match.
<b>2017</b>	Internship with Walk for Water campaign for Universal safe water access in association with Ministry Youth Affairs and Sports Government of India.

A personal message to the hiring the committee members:

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I am an extremely outgoing person with great **Intellectual and Social Abilities**. Therefore, I possess the ability to connect with people quickly.

My personal strength is my **Agreeability**, which makes me a kind, warm and trustworthy person. As per my nature, I make friends quickly and I have a strong sense of belongingness. But being cooperative does not always mean being more effective at work, but I do create a pleasant atmosphere that everyone appreciates.

What motivates me? I am an **Improviser**, which means that I am able to use my personal resources to spontaneously adapt to any given situation. I am an individual who deals with difficulties in a quick and often original way. Which makes me intuitive, realistic, sociable, creative and spontaneous.

How do I understand emotions? I am an **Analyzer**, I tend to deal with emotions by trying to decode and understand the hardwiring of other's emotions. This type of empathy is useful when it comes to helping others and in understanding themselves better.

I handle Stressful situations like a **Gatherer** would do. Gatherer deals with stress by getting help or resources wherever they can whether it's an expert in the field, a handbook, or an online tutorial to troubleshoot the problems, so stress doesn't get in their way.

My mind works best when my spatial intelligence is challenged and my creative abilities combined with spatial one gives it a good edge.

Apart from these, I have good Communication skills. I have an experience or ability to Work Under Pressure. Can make a quick and uniform decision. Always have a habit of finishing any given task within the time frame and sometime before the time. Hence, I possess good Time Management and Decision-making skills. Mostly, I am Self-motivated and never gets into depression or get stress from the stressful situation easily. I tend to have a dominating personality which brings out effective and useful Leadership qualities but my Adaptive Nature makes me adjust to the surrounding situations.

## My Suitability for the Job

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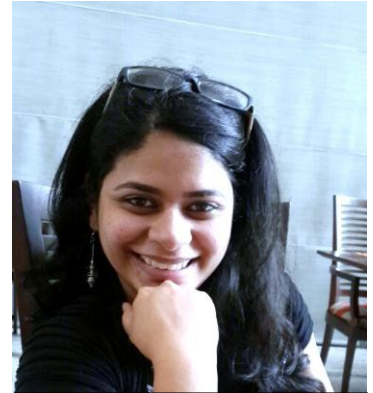
I enjoy interacting with people and I'm able to work well under considerable pressure. My positive personality has allowed me to handle uncomfortable situations at work in a calm, collected manner, for instance dealing successfully with complaints or problems from students, parents and teachers. My interpersonal skills, including my communication skills, have been developed through working with others on group projects, giving presentations.



## Declaration

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I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that the University/Institute can take action against me in case I am found to be guilty of furnishing any wrong information or suppressing any facts.



Date: 7<sup>th</sup> February, 2020

*Latika Arora*

Signature

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