

# Sana Fatima

Noida, Uttar Pradesh

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#readytowork

## Work Experience

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### **Research Associate**

Christian Medical Association of India

November 2019 to March 2020

Key responsibilities:

Conduct literature reviews, Collect and analyse data, prepare questionnaires, using SPSS, data cleaning etc.

### **Senior Executive- Online Counsellor**

Manya The Princeton Review

April 2019 to October 2019

Key responsibilities:

Online counselling, Used Cognito Hub tool for career counselling of students, Taking care of online conversions, Counselling on phone.

### **Associate Psychologist**

Delhi Public School Rewari in Collaboration with Noitacude Educational Services Pvt Ltd

January 2019 to March 2019

Key responsibilities:

One on one sessions, Student workshop, Teachers Workshop, Parent Workshop, Activities, Skill Enhancement sessions, Campaign, Assessment.

### **Field Investigator**

Tata Institute of Social Science

July 2018 to January 2019

Key responsibilities:

Counselling

Taking in-depth Interview of FSWs.

### **Patient Support Manager**

Visiting NGOs

June 2018 to June 2018

Worked with Saarathi Healthcare at Delhi for Shire Biotech Firm, where handling their different Projects (6th November, 2017-30th June, 18)

KRA (Key Responsibilities Area's)

> Patient Support Manager

1. Meeting various stake holders, working closely with Project focused Ecosystem.

2. Meeting Hospital Staff and its important stake holders (Includes Doctors, Nurses, Physiotherapist and Purchase In charges)
3. Counsel Patients and Family on various subjects and topics.
4. Conduct Educational Programs for both Patients and Hospital Stake Holders.
5. Project Development- Run and develop Project "Poorna Samparq".

## **Psychologist**

InnerSelf Integratiom - New Delhi, Delhi  
November 2015 to October 2017

Under the Supervision of Dr Kamal Khurana (Psychologist):

Work area involved history taking, Use the technique of Inner Self Integration with adult, adolescents and child.

- Counsel to client (cover all the areas) like Relationship counselling, Child counselling, Parental Counselling, Behavioural and Emotional outbursts.
- Also handling one project with Apeejay schools. Taking sessions with students and their caregivers. Also we conduct workshops for teachers and students.

## **Clinical Psychology Intern**

Social Media  
August 2017 to September 2017

## **Child Psychology Intern**

Lady Harding Medical College & SK Hospital - New Delhi, Delhi  
September 2014 to May 2015

New Delhi, Delhi - September 2014 to May 2015

Supervisor: Dr K.E.S. Unni, Child Psychiatrist • Took case histories of OPD Patients • Conducted Mental Status Examination and reported the same to the supervisor. • Performed IQ and Learning Disability Assessments. • Performed goal oriented activities with children diagnosed with Attention Deficit Hyperactivity Disorder. • Provided Psycho-education to clients as well as their families. • Participating in all mandatory and essential trainings.

Child Psychology Intern

Society for Promotion of Youth and Masses (SPYM) Juvenile De Addiction Centre- New Delhi (30 Days)

- Observed the counselling sessions of juveniles and their families, • Learned Case History taking as well as Assessment Techniques for the same • Gained experience in administration, scoring, and interpretation of IQ assessments like MISIC, WAPIS, Bhatia Battery, as well as other tests like Picture construction test, House tree person test.

## **Education**

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### **M.A. in Applied Psychology**

Gautam Buddha University  
2013 to 2015

### **B.A. in Psychology**

Aligarh Muslim University  
2010 to 2013

## Skills / IT Skills

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- Active listener with excellent English- Ideal communication, verbal and written
- Multi-tasking and efficient problem solver
- Patient, mature and calm personality
- Interpersonal relationship, team leader and motivational speaker
- Experience of working with young people and vulnerable adults
- Having a person centred approach towards counselling
- Psychometric Assessment, Risk Assessment
- Cognitive Behaviour Therapy
- Experience of working with large data bases in conjunction with statistical packages like SPSS
- Having a sympathetic and understanding outlook to patients concerns
- Emotional resilience in the face of distressing Situations
- Can communicate effectively in a highly emotive and tense atmosphere
- Ability to work co-operatively with other disciplines
- Good personal boundaries and ability to maintain these SOFTWARE PROFICIENCY:
- Microsoft Office
- Word, Power Point, Excel
- Online Chat Process (Providing Counseling through Chat)
- Image Editing
- Documentation, File Handling
- SPSS