

RESUME

Ujjwala Chourasia

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OBJECTIVE:

- To hold a key position in a result oriented organization, comprehensively achieve and prove my mettle and skills and ensure that every step forward reduces the gap to perfection.

STRENGTHS & CAPABILITIES:

- Conscientious
- Having Confidence & positive motivation to produce best work results.

EDUCATIONAL QUALIFICATION:

- Master of Arts in Clinical Psychology from Nagpur University in the year 2010.
- Master of Arts in Industrial Psychology from Nagpur University in the year 2009.
- Bachelor of Arts from Nagpur University in the year 2007.
- HSC in the year 2004 from Maharashtra Board.
- SSC in the year 2002 from Maharashtra Board.



PROFESSIONAL QUALIFICATION:

- Certified in RECBT with Children and Adolescent on January 12th&13th 2019.
- Certified in CBT & RECBT Psychotherapy in July-August 2018.
- Certified with an online course for teachers about 'Inter-cultural and global awareness' in schools on 7th December 2015 by British Council.
- Certified with an online course for teachers about 'Education for global citizenship' in schools on 5th December 2015 by British Council.
- Certified in Yogshastra (Asana Pravesh).
- Certified in MS-Office, Desktop Publishing, Visual Basic, Account Assistant Course.

WORK EXPERIENCE:

- Currently working as Counsellor and Psychotherapist with 'NGO-Research centre of Mahila for Socio Economic Rural Upliftment Institution' since 3 years till date.
- Currently working as Voluntarily Associate School Counsellor with Narayana Vidyalayam, Nagpur since 2017 till date.
- Former 'School Counsellor' in Narayana Vidyalayam , Nagpur.
- Worked as an 'Assistant Event Manager' with 'Showbizz Entertainment' at Nagpur.
- Worked with 'Bright future manpower consultancy' as a HR Executive, Counsellor and Trainer.
- Teaching Experience at R.S. Convent, Laxmi Nagar, Nagpur.
- Worked with my father in his Home Furnishing Business since 10 yrs

LIST OF JOB RESPONSIBILITIES AS 'COUNSELLOR AND PSYCHOTHERAPIST':

- Student Counselling
- Parent Counselling



- Conducting workshop for parents and NGO staff.
- Arranging awareness programs for students.
- Conducting AEP lectures for students, parents and NGO staff.

LIST OF JOB RESPONSIBILITIES AS 'VOLUNTARILY ASSOCIATE SCHOOL COUNSELLOR':

- Student counselling
- Parent counselling
- Conducting workshop for teachers.
- Arranging awareness programs for students.
- Conducting AEP lectures for students.

LIST OF JOB RESPONSIBILITIES AS 'SCHOOL COUNSELLOR':

- Student counselling
- Parent counselling
- Conducting workshop for teachers.
- Arranging awareness programs for students.
- Conducting AEP lectures for students.

LIST OF JOB RESPONSIBILITIES AS 'ASSISTANT EVENT MANAGER':

- Handling office administration.
- Co-ordinating with clients.
- Making proposals, quotation as per the client's demands.
- Preparing formal permission letters for conducting the events.
- Managing event sites from the preparation period till the end of the event.
- Making invoice for the events done.

- Preparing advertisements, news reports, spiral reports associated to the events.
- Recruiting for office and for the events.
- Making search for new upcoming event and their updates.

LIST OF JOB RESPONSIBILITIES 'HR EXECUTIVE':

- Searching candidates through job portals, company database & references.
- Getting requirements from clients.
- Understand the client's requirements.
- Understanding the job specifications.
- Screening the resumes.
- Making good submissions in the specific timeframe.
- Sending the shortlisted profiles to the client for evaluation.
- Arranging the interviews.
- Conducting the training sessions for the candidates.
- Counselling.

WORKSHOPS & SEMINARS ATTENDED:

- Completed certificate course in 'Universal Mental Health First Aid' conducted by Celebrating Life Welfare Trust, JD College of Engineering & Management at Nagpur on 28th April 2019 under the auspices of International Association of Holistic Psychology (IAHP).
- Workshop on 'School Counselling Skills' held on 26th September 2016 at Chitnavis Centre, Nagpur.
- Attended the capacity building programme on 'Inclusive Education' held on 18th & 19th July 2016 by CBSE at The Lexicon International School, Wagholi, Pune.
- Workshop on 'Gender Sensitivity' conducted by CBSE, on 20th February 2016 at Ira International School, Butibori, Nagpur.
- Sahodaya School Complex Workshop on 'Learning Difficulties' conducted by Dr. Sent him Kumar at Narayana Vidyalayam, Nagpur.

- Workshop held on 14th & 15th March 2015 on spirituality and life integration conducted by institute of Psycho Management Studies, held at Hotel Pride Nagpur .
- Workshop on 'Rational Emotive Behavioural Therapy' organised by department of psychology which was held on February 2015, at Hislop college Nagpur.
- Attended advocacy cum orientation programme on student's global aptitude index conducted by CBSE, on 26th July 2014 at Delhi Public School, Nagpur.
- Attended the Capacity Building Programme on 'Attitude & Values' conducted by HR Consultants Pvt. Ltd. Empanelled with CBSE, in 14th June 2014, at Narayana Vidyalayam Nagpur.
- Attended the Capacity Building Programme on 'Health & Wellness' conducted by HR Consultants Pvt. Ltd. Empanelled with CBSE, in 13th June 2014, at Narayana Vidyalayam Nagpur.
- Attended the Capacity Building Programme on 'Life Skills' conducted by HR Consultants Pvt. Ltd. Empanelled with CBSE, in 12th June 2014, at Narayana Vidyalayam Nagpur.
- Workshop on early identification and intervention in learning disability conducted on 21st July 2013 by central institute of behavioural sciences.
- Workshop on physical education & sports conducted by department of physical and sports in collaboration with sports psychology association of India, Varanasi on 20th February 2013 at Ambedkar college, Nagpur.

ACHIEVEMENTS:

- Participated in Annual Conference of Marathi Manasshastra Parishad held on 2009 at Amravati.
- Participated in "Kaushalya" workshop on managerial skills.
- Participated in "CONCOCTION" the working model competition, Hislop College, 2007
- Participated in Annual Conference of Marathi Manasshastra Parishad held on 2007 at Jalgaon

DESERTATION TOPIC:

- Impact of Socio Economic Status and Sex on the Development of Big Five Factors.
- Interpersonal Interaction in Work Settings: A Study of Male Female Employees at Clerical and Managerial Levels at Banks.

INTERESTS AND ACTIVITIES:

- Painting, Needle work
- Playing instrument (Mandolin)
- Cooking
- Yoga

PERSONAL DETAILS:

Date of birth	: 24 th July 1984
Marital status	: Married
Nationality	: Indian
Religion	: Hindu
Languages Known	: English, Hindi and Marathi.
