**COVER LETTER**

Respected

I have completed my Master's in social work from Amity University recently . I am excited at the prospect of serving in your organisation.

I have done my bachelors in social work from University of Delhi . I worked with the IRSC (Indian Road Safety Campaign) which is the road safety initiative due to death of students in a road-accident .Before ,I worked with OPNP+(Om Prakash Network of People living with HIV/AIDS),Nipman Foundation, Praja NGO, Dignity Foundation.

In my bachelor’s I have worked with CWC (Child Welfare Committee) and Prayas Childline where I rescued the under 18 children(homeless, run away , abandoned) from the railway platforms and after their case interventions, produced before CWC. I have also worked with SPOWAC (Society for the Promotion Of Women And Child Welfare) where I took various sessions with the people regarding Tuberculosis and visited Chest and DOT (Directly Observed Treatment) centres for its treatment .

I want to work with your organisation to facilitate community development, restore livelihoods, provide psychosocial support and for the integration of social ,economic and environmental dimensions in policy and practice, further developing curriculum to better prepare ourselves for the challenges ahead.

I would be thrilled for the opportunity to be a part of your organisation , and would love to meet you to discuss the value that I can bring to your organisation.

Thank you so much for your time and consideration .

Regards

Anamika Katyal

Student of Amity University

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**Anamika katyal**

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**OBJECTIVE**

I am seeking a challenging service with a strong commitment to serve the needs of underprivileged, including homeless,emancipated youth,special needs population. To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

**ACADEMIC RECORD**

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| --- | --- | --- | --- |
| Degree | Institution | Academic Year | Percentage |
| Masters in Social work | Amity University | 2018-20 | CGPA 7.50 |
| Bachelors in Social Work (BSW) | Delhi University | 2015-18 | CGPA 6.989 |
| Class XII Commerce with Mathematics | CBSE | 2014-15 | 82.7% |
| Class X | CBSE | 2012-13 | 81.7% |

**Professional Experience / Internships /Training**

Prayas Childline

* Went on outreaches at New Delhi railway Station.
* Rescued the children (homeless,runaway and abandoned) and produced before the Child Welfare Committee (CWC).
* Counselled and intervened the children cases and got them admitted to the school. o Attended the agency’s programs.
* Visited the rehabilitation centres with Child Welfare Committee’s members. o Re-integrated the children with their families. o Conducted the sessions at railway platforms about Child Rights and Juvenile Justice Act

SPOWAC (Society For The Promotion Of Women And Child Welfare)

* Conducted awareness campaigns for the people regarding tuberculosis. o Conducted group sessions with Non-formal Education Children.
* Visited various communities to create awareness about Govt. schemes PMKVY ( Pradhan Mantri Kaushal Vikas Yojana), NIESBUD (National Institute Of Entrepreneurship And Business Under Development).
* Visited Chest and DOT centres for tuberculosis.
* Awared community about the some specialization courses in the agency.

Action Against Hunger

* Conducted sessions in the various communities to prevent under-nutrition by addressing its underlying causes.
* Checked personally the nutrition status of the children with specialized instruments.
* Attended the international conferences about the under-nutritive children of community.
* Conducted survey and learned about how to check mal-nutritive children.

Child Welfare committee

* Oriented about the child labour and POCSO act (Protection Of Children From Sexual Offences)
* Referred out the cases of different clients (Children under age 18)
* Visited the homes such as Village Cottage home, Amarjyoti home, Udayan Care, Umeed Aman Ghar and had interaction with all.
* Understood the procedure of producing the child before CWC.
* Conducted group sessions about child rights.
* Performed Nukkad Natak on Child abuse, Child labour and anti-trafficking.
* Done case work.

Dignity Foundation

• Went on outreach

• Participated in street play.

• Went to slums to have a feedback of ration which id been distributed by the agency

• Had a session with elderly on different issues.

OPNP+ (Om Prakash Network of People Living With HIV/AIDS)

* Conducted education awareness program for children and empowered women
* Hosted the program on World TB day
* Advocacy with the local stakeholders for the local issues faced by the people in their respective assemblies
* Done BPL ration card drive to the poor in the slums
* Organised the Income Generation camps for the poor
* Awared the people about the HIV /AIDS root causes and treatment and fought against the stigma and discrimination in the society
* Distribution of the free nutrition food

Shine Foundation (CSR-Corporate Social Responsibility)

* Conducted workshops on personal hygiene and cleanliness, water borne diseases and menstrual hygiene
* Took out the rally on personal cleanliness and surroundings with the other co –workers
* Promoted the sanitary napkins for sale in the community
* Responsible for the fee refund process of the school students
* Visited community
* Had meeting with the rural ladies to form SHG
* Had a session with the cooks on the cleanliness and quality of the food distributed to children as a Mid-Day meal

Nipman Foundation

* Done research work and looked into that how India can be accessible at different places in disabled factor.
* Learned how the CSR structures works and how they function.
* Learned how the social media enhanced through different post and idea.
* Learned about the 3 A’s framework of disability , to make the city disabled friendly , one should always practice basic etiquettes towards the PwD’s and common accessibility issues pertaining to mobility and transport facilities should be addressed for the PwD’s.

IRSC (Indian Road Safety Campaign)

* Drafted the proposal an iSafe- The Safer India Challenge live project and to include iSafe into Solve Campaign 9 months championship to be added with 2 months which copmprises of 7 projects from which the students have to choose one of them.
* Called the various schools of Delhi to convince for participation in NSCP (National Science and Creativity Program) which helped to measure the exact skills which students need to develop to grow intellectually.
* Called to various stakeholders in which trainee asked them that they got enrolled in Indian Road Safety Week or not, which was one of the method to collect data through having one to one conversation.
* Conducted the workshop on importance to give appropriate education regarding student road safety to children as well as adults and made them aware about road safety and the importance of learning it and become the torchbearers and work on the unexplored region of road safety.

**Positions of Leaderships**

Class XIl : Head Girl

Class XI : Sports Captain

Involved in various street plays

Organised cultural programs and Awareness programs

**Competencies And Skills**

• Rapport building

• Easily adjustable

• Flexible

• Team spirit

• Co-ordinating

**Languages**

* Hindi - Speaking/Writing/Reading
* English - Speaking/Writing/Reading
* German - Writing/Reading/Speaking

**DECLARATION**

**I hereby declare that the information furnished above is true to the best of my knowledge and belief.**