



## **Eldhose George**

**eldhosegeorge99@gmail.com**

**+91 9746959879, 7907388913**

### **Career Objective**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

### **Core Strengths**

- Knowledge of documenting information and filing records manually and electronically.
- Experienced in data entry activities.
- Perform customer services duties via telephone and in-person.
- Proven ability to prepare reports.
- Excellent ability to work independently and handle pressure.
- Clear ability to keep sensitive information confidential.

### **Skills**

- Communication
- Networking
- Co-operative
- Rapport Building

### **Educational Qualifications**

- Post-Graduation in Social Work (MSW) from Mahatma Gandhi University, Kottayam, Kerala.
- Degree of Bachelor of Social Work (BSW) from Mahatma Gandhi University, Kottayam, Kerala.

### **Computer Skills**

MS Office

## **Work Experience**

**Indian Council of Social Welfare (ICSW) Kerala, India affiliated to International Council on Social Welfare - associated with Rajagiri College of Social Sciences, Kalamassery, Ernakulam .**

**June 01, 2011 – January 15, 2013**

**Designation: Social Worker**

### **Roles and Responsibilities**

- Preparation of adoption scrutiny and submission in the family court.
- Issue the Registration for Social Work Professionals, Social work students, and Social Work Organizations.
- Arrange conferences, consultation, and forums on various purposes.
- Lead the Organization in conducting National Level Cultural fest of Social work students and State level meet of Voluntary, Non-Governmental Organizations.

**The Catholic Health Association of India (CHAI), Secunderabad, India under Revised National Tuberculosis Control Programme Project, Govt. of India**

**January 21, 2013 - June 21, 2013**

**Designation: District Coordinator**

### **Roles and Responsibilities**

- Handled two districts
- Assist in social mobilization interventions aimed at improving community participation in care seeking behavior of symptomatic persons.
- Engaging rural health care providers in Revised National Tuberculosis Program.
- Ensure quality and timely reporting from the assigned districts to the National and State offices.
- Work with state and district Revised National Tuberculosis Program staff towards effective implementation of Project in given operational area.

## **Vidya Bharathi Group of Institutions, Kalamassery, Ernakulam**

VidyaBharathi Centre for entrepreneurship Development Programme under the assistance of National Institute for Micro, Small and Medium Enterprises, Govt. of India, Hyderabad

**September 30, 2013 - June30, 2014**

**Designation: Program Coordinator**

### **Roles and Responsibilities**

- Plan and Organize Training programmes offered by National Institute of Micro Small Enterprises, Hyderabad.
- Upload trainee details to the ni-msme website.
- Preparation of detail register of programmes conducted.
- Preparation of Reports and Expenditure Statement of the programmes conducted.

## **Kusumagiri Hospital, Kakkanad, Ernakulam**

**Designation: Public Relations Officer**

**November 22, 2015 – February 13 ,2017**

### **Roles and Responsibilities**

- Providing information to the public and build relationships with groups, such as the media, funding organizations and government agencies.
- Conduct seminars and awareness campaigns in public on health care issues.
- Managing relationships with patients' groups and health care authorities.
- Networking with hospitals, conduct meeting with doctors and providing referral cases.
- Conduct Life Skill Training, classes on Motivation, Team Work, Leadership and Street Theatre for School Students.

## **Blood Bank, Indian Medical Association**

**Designation: Counsellor**

**November 06, 2017 to Present**

### **Roles and Responsibilities**

- Obtain written informed consent from donors prior to blood donation by providing donor information materials that are factual, culturally appropriate and in a language and form that is easy to understand by all donors.
- Educate donors about the process of blood donation and health assessment as part of a confidential interview.
- Providing counseling to donors who have been deferred for health reasons or risk for infection.
- Organize Blood Donation camps in the community.
- Conduct Blood Donation Awareness programs at schools, Colleges and Clubs.

### **Language Proficiency**

English	Read	Write	Speak
Malayalam	Read	Write	Speak
Hindi			Speak

### **Personal Details**

Date of Birth : 9 May 1984  
Sex : Male  
Marital Status : Married  
Nationality : Indian  
Present Address : Chamapparayil House,  
26/1073, Konthuruthy,  
Thevara PO, Cochin,  
Kerala -682013

### **Declaration**

I do hereby declare that the above mentioned statements are true to the best of my knowledge and belief. I look forward to work in your esteemed institution.

**Eldhose George**