

# Curriculum vitae

Anitta Antony  
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## **CAREER OBJECTIVE**

To succeed a challenging position in an institution where my capabilities can be exploited for the growth and services of the institution and provides ample scope for career growth.

## **SUMMARY OF SKILLS**

- Self motivated and goal-oriented with good communication & inter-personal skills and high degree of flexibility and adaptability.
- Enthusiastic person for continues learning
- Ability to perform tasks as per the policies and procedures of the organization.
- Possess good management and supervisory skills.
- Effective time bound responsibility oriented person.
- Familiar with operating systems Windows, MS office and Internet.
- Possess quick decision making and problem solving skills.
- Familiar with the administrative policies and guidelines of hospital service.

## **PROFESSIONAL EXPERIENCE**

### **Public Relation Officer (PRO) Cum Counsellor**

**2016 November:-Present, Fathima Eye Care Hospital, Thodupuzha and Alwaye,**

#### **Tasks and responsibilities**

- Assign the tasks of coordinating, supervising and managing daily activities of all departments.
- Handle the tasks of supervising, Payroll preparation and Leave Management
- Monitoring optical shop & Pharmacy purchase and Sales
- Responsible for Verification & evaluation of MIS reports
- Supervising Insurance Department - empanelment of new TPAs, Renewal of MOU with TPA, Verifying claim documents and follow-up Payments.
- Supervising & coordinating RSBY Insurance
- Liaising with clients, management and staffs with organizational policies.
- Conducting Hospital promotion activities.
- Handle the tasks of interviewing, hiring and training new staff.
- Planning and promotion of publicity strategies

## **Psychiatric social Worker**

**February 2016 –July 2016:-** Santhula Trust Hospital, Clinical and Research Centre for Neuro-Behavioral Science, Vadakara, Koothattukulam

### **Tasks and responsibilities**

- Assessment of Client functioning & environments for the preparation of case records for treatment.
- Determination of the duration of therapy, priorities of the problem and modification of treatment therapy methods.
- Assist clients, families and all environments by discussing severity of mental health problems and encouragement of concerned parties to work together to resolve the problem.
- Assessment of therapeutic goal attainment and preparation of client for discharge.
- Works as multidisciplinary team.
- Provides in-service training to social work students in mental health training and therapeutic methods.
- Mentoring of client progress of treatment and follow up activities.
- Liaison functions :-Management, client, and families

## **Social Worker Cum Counsellor**

**September 2015 –January 2016:-**Saviors Home, Home for Girls and Destitute Woman, Thodupuzha.

### **Tasks and responsibilities**

- Assessment of Client functioning environments for the preparation of case records of each student.
- Worked as the mentor of who had mental health concerns, behavioral concerns, positive behavioral support, academic and class room support, consultation with teachers, parents as well s provide individual and group therapy.
- Patient listening of students and apply different therapeutic approach to the needy students.
- Application and documentation filing of institution in different departments.

### **EDUCATIONAL QUALIFICATION**

<b>Course</b>	<b>Years of Study</b>	<b>Name of Institution</b>	<b>Board/ University</b>	<b>% of Marks</b>
<b>MSW (Medical and Psychiatry)</b>	2013-2015	BVM Holy Cross College Cherpunkal	M.G University Kottayam	71%
<b>Bsc.(Botany)</b>	2010-2013	Alphonsa College Pala	M.G University	70%

## **INTERESTS**

- Traveling
- Reading
- Photography

## **PERSONAL DETAILS**

Name : ANITTA ANTONY  
Father`s name : Antony George  
Date of birth : 29/06/1992  
Sex : Female  
Religion : Christian  
Cast : RCSC  
Marital status : Single  
Nationality : Indian  
Address : Cheripurathu (H)  
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Kottayam, Dist.  
Pin code : 686585  
Phone No. : 04828-264647  
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## **DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

## **Reference**

The reference will be furnished on demand.

PLACE: CHENGALAM

ANITTA ANTONY