



RESUME

VENUS THEKHALA,
PARAYANTHARA HO,
NEELAMURI LANE, VYTTILA PO
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DOB: 18-110-1988

Career Objective

I am confident, skilled Professional with excellent communication skills and leadership quality, and I also have highly developed organizational and managerial skills in building community support, personnel and case management. Service-focused social worker and program coordinator with a strong commitment. Excel in program and organizational planning, with documented success in overcoming challenges of limited resources. I wish to expand my personal and professional knowledge by working in a Reputed Organization.

6 Years total work experience in Supervisor/Administrator/Managerial/ Team Building

Areas of Expertise

- Community – Client Relations – Case Managements
- Assessment and Responsibility - Organizing – Managing
- Community Outreach – Coordinating – Facilitating
- Supervision – Monitoring - Recording
- Leadership and Teaching
- Managerial and Administrative skills,
- Relationship Building and Empathetic,
- Non Judgemental attitude with a good listening skills

Work Experience

2014 April 1st to 2018 May 31st Alpha Charitable Trust/ Alpha Palliative Care, Thrissur, Kerala
Positions include

- Chief Program Coordinator of the SAPC (Students Association of Palliative Care)
- Team Building with Students
- Club formation in schools and colleges – giving awareness classes.
- Organizing State Level and National Level and National Level Students Conferences and Walkathon.
- Group work and Case work among student volunteers
- Community development programmes
- Providing psychosocial education to patients and family caregivers and organizations.
- Leading community education workshops

- Administrative Assistant to Chairman and CEO
- Project Head (Coordinator) – Project Alpha Vidhyalayam (Free educational support for the students in BPL Category)
- Project Head (Coordinator) – Project Mandaram (Free support for the people with mental and physical disabilities)
- Program Coordinator of the Project Nammude Arogyam

2013 January 3rd to 2014 March 31st Apollo Health Care Centre, Willingdon Island, Cochin, Kerala.

(The CSR Project Headed by Apollo Tyres and Ambuja Cements for the Target Group of Truckers for the Awareness mainly of HIV/AIDS and other General Medicines in collaboration with NACO and AHF (AIDS Health Care Foundation)

Health Educator and Field Coordinator

- Responsible in Coordinating and Organizing Medical Camps and Clinics in various Companies.
- Maintaining one to one contact to Develop and maintain strong community alliances with the Target Group
- Community Awareness classes and Organizing events and programmes for the Target Groups.

Educational Qualification

Master of Social Work (MSW) 2010-2012
Medical and Psychiatry, 75% Marks
Mathma Gandhi University.

Bachelor of Arts 2007-2010
Sociology, 52% Marks
Mathma Gandhi University

Higher Secondary 2005-2007
Humanities, 75% Marks, Kerala Board

SSLC 2005 Batch
52% Marks, Kerala Board

Certificate Course in Elective in HIV/Aids. [IGNOU]

Languages Known : Speak/Write/Read – English and Malayalam

Hindi – Write/ Read

Dissertation : ‘A study on the Stress symptoms of the Adolescents during the preparatory stages of Public Exams with special reference to CBSE schools in Ernakulum city’

Achievement: Got selection for doing placement in James Cook University Australia.

- **July 2012 to September 2012** Completed Placement under **James Cook University, Queensland, Australia.**
- Voluntary Work in **The Women Centre, North Queensland,**
- Voluntary Work in the **North Queensland Domestic Violence Resource Services (NQDVRs).**
- Visited and attended meeting in **Defence Community Organization, North Queensland.**
- Visited and attended meeting in **Townsville Hospital, North Queensland**

Reference

Mr Rajeev S.P
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Mr K.M Noordeen
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Chairman, Nammude Arogyam Charitable Trust
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Declaration

Dear Sir,

I am submitting my resume for the job in your esteemed organization. Kindly consider this for the above said post. I can join immediately on confirmation.

Vyttila
Date
21/08/2018

Venus Anil
Sign