

COVER LETTER

Sreearchana. J

sreearchana1440@gmail.com

9947937260

Dear Hiring Manager,

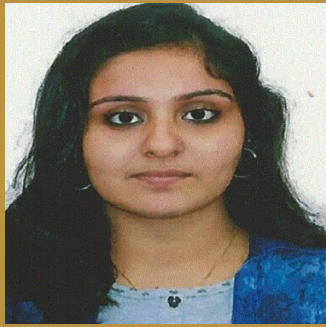
I'm applying for a position at your company. Based on the job description I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Sreearchana. J



Sreearchana. J

✉ sreearchana1440@gmail.com

☎ 9947937260

📍 Prabhalayam House Edappavoor
p o kottathur pathanamthitta
689614

⚙️ Skills

Keen observation

Non judgemental attitude

Confidentiality

Able to work under pressure

👍 Field of Interest

Labour welfare activities

Volunteering activities

Psycho social research

Case work management

🎯 Objective

My CV expecting to have a challenging and career-building assignment through your esteemed organization.

Dedicated social worker and program coordinator with a strong commitment to serving disadvantaged youth and adults, including homeless emancipated youth and special-needs populations.

Documented success overcoming challenges of limited resources and financial constraints to design highquality, cost-effective and comprehensive service offerings. Skilled at building community support, key coalitions and strategic interagency partnerships. Backed by strengths in program, personnel and case management.

Demonstrated ability to handle visitors, direct calls, schedule meetings and distribute correspondence, letters and faxes.

🎓 Academic Details

Mannam Memorial N S S college(MG university)

Msw in Medical and psychiatry, 2.84, 2017

Mahatma Gandhi college (university of kerala)

BA sociology , 2.83, 2015

St. Theresa's B C H S School (HSE)

Humanities , 81%, 2012

Sree vijayananda vidya peedom CBSE central school

10 th Board , 6.4, 2010



Work Experience

Kitex Limited, Aluva

Jr. Welfare officer, Oct 2018 - Mar 2019

Role : * To establish effective communication between management and workers

* To work for betterment of the employees. Work with both the employee and employer to ensure healthy and safe work environment for the employee.

*communicate and ensure with management that workers are getting services and benefits properly.

* To ensure that workers grievances if any are addressed and communicated to the management.

* To teach and train new workers about their rights, privileges and benefit.

Aditya Bioscience pvt. Ltd

Public relation officer, Aug 2017 - Oct 2018

Role : * Collaborate with internal teams and maintain open communication with senior management.

* Prepare and submit PR reports

* Manage PR issues

* Proficient in MS Office and social media.

*Strong communication ability

* Ability to work well under pressure

* Creativity and problem-solving aptitude.

Government Mental Health centre, Thrissur

Psychiatric social work intern, Apr 2017 - May 2017

Role : * Assessment of a patient's mental health

* Comprehensive review of a patient's strengths and weaknesses

* Reporting findings to mental health team

* Following up to ensure patients are following the recommended treatment plan

* Educating patients and families about the mental health disorder and the benefits of treatment

* Diagonise and study about psycho social problems

Government District hospital, kozhencherry

Psw intern , Nov 2016 - Dec 2016

Gandhi Bhavan international Trust, kollam

Social work intern, Apr 2016 - May 2016



Industrial Exposure

Implant Training at:

First Aid training, From Rajagiri hospital, Aluva jan 1- jan 31,2019



Strength

Hard working

Honesty

Positive attitude



Reference

Nisha mary george

Company secretary

Kitex Limited, Aluva

cskitex123@gmail.com



Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Pathanamthitta

Archana

(Sreearchana. J)