

SREELEKSHMI P

Sreelayam (H)
Kuzhiyana Road , Eroor , Tripunithura
Pin : 682306
Kerala
Phone : +918075446269



RESUME

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

Class/Graduation	School/College	University/Board	Year of Completion	Percentage
MSW Medical & Psychiatry	Amrita Vishwa Vidyapeetam ,Coimbatore	Amrita University	2019	85%
B.Com Finance & Taxation	Chinmaya College of Arts & Science	Mahatma Gandhi University	2017	70%
Higher Secondary	St.teresa's G.H.S.S ,Ernakulam	State Board	2014	78%
SSLC	St.Jude's E.M.H.S.S , Ernakulam	State Board	2012	75%

PROFFESIONAL SYNOPSIS

- **Choice Canning Company (Choice Group)**

Execute – Labor Welfare & Housekeeping – Since March 2020

CHOICE CANNING COMPANY is a division of Choice Trading Corporation Pvt. Ltd.

It is the first company in India to establish a completely integrated and automated state-of-the-art factory for processing ready-to-eat shrimps in retail bags, Choice is the first unit in India to introduce fully air-conditioned and automated ,IQF Hi-tech systems. It is the first sea food unit to get the prestigious ISO 9002 Certification .

Duties & Responsibilities

- Handling Labour Welfare Activities
- Helping maintain harmonious relation between factory management and workers
- Redressal of workers grievances
- Provide feedback to management regarding labours point of view
- Worker's education
- Worker's monthly training
- Training for staffs (Behalf of HR dep)
- Assisting third party Audit
 - BAP – Best Aquaculture Practices
 - BRC – British Retail Consortium
 - BSCI – amfori Business Social Compliance Initiative
 - FSSAI – Food Safety and standards Authority of India
 - Others which is conducted directly by Vendors , eg : ALDI
- Maintaining Documents regarding Workers Details & Hygiene Records for Audit purpose

- Supervision :
 - Safety , Health & welfare programmes like housing , recreation and sanitation services , as provided under the law
 - Redress of workers grievances
 - Grand of leaves
 - Taking care of health and medical needs
- Laisoning -Laison with workers so that they may –
 - Appreciate the need for harmonious industrial relations in the plant
 - Resolves disputes , if any
 - Understand the limitations under which they operate
 - Interpret company policies correctly
- Counselling
 - Employees counsel at work place
 - Workers counselling
- **BODHINI NGO**
Counselor (April 2019 to August 2019)

BODHINI started as a movement against sexual violence and cyber abuse .

It act as an aggregation helpline service for other organizations where the public can reach out Help & guidance .Closely working with Government agencies & other NGOs Bodhini provides a platform for psychological , medical & personal care and rehabilitation of victims , preventing training for school students and act as a link between different ages .

Duties and Responsibilities

- Recorded client Information on special flow sheets , accurately indicating suicidal precautions , sleep flow and restraints .
- Supervised individuals in small group atmosphere to cultivate safety ,independence and structure
- Provided individual counseling sessions to gov and private observation home children
- Provided Weekly Counseling for Observation home (Ladies)
- Provided Counseling session for school children , if needed
- Conducted awareness classes
- Conducted Training Sessions for school Students & Teachers
- Provided Counseling services to students with adjustment issues .
- Attended Janamythri police meetings and discussed about cyber crimes

PROFESSIONAL SKILLS

- Excellent in verbal and written communication
- Providing Counseling
- Conducting Trainings and programs
- Ability in solving problems diplomatically
- Continues follow ups
- Handling Audits

COMPUTER SKILLS AND COMPETENCIES

- Well versed with most of computer applications – Microsoft Excel , Microsoft Word ,Microsoft Power Point

FIELD WORK & INTERNSHIP EXPERIENCE

- **COIMBATORE CANCER FOUNDATION,G.KUPPUSWAMY NAIDU MEMORIAL HOSPITAL**

DESIGNATION : Social Work Trainee

Time Period : 4/12/2018 – 28/03/2019

As a Medical Social Work Trainee at CCF in G.Kuppuswamy Naidu Memorial Hospital ,

- I assisted Hospital staffs with the Help of NGO to provide Counseling to Cancer Patients especially Pediatric Patients .
- Coordinated with Hospital & NGO to provide awareness class about cancer to public .
- Coordinated with NGO & Hospital to provide class to Cancer Patients to fight against the disease

- **KONGUNADU MANANALA ARAKKATALAI , COIMBATORE(Psychiatric Setting)**

DESIGNATION : Psychiatric Field Work Trainee (Social Worker)

Time Period : 19/06/2018 – 25/09/2018

As a Psychiatric Field Work Trainee at Kongunadu Mananala Arakkatalai :

- I took case study of clients and discussed it with psychiatrist who came during their visit .
- Took Mental Status Examination(MSE) for the better understanding about clients history , their diagnosis ,treatment and therapies that provide for them at KMA ,
- Coordinated for Yoga and other exercise for clients regularly
- Conducted Group Activities
- Conducted Regular Awareness program
- Conducted Regular Recreational Activities

- **RYTHEM SOCIAL SERVICE SOCIETY FOR WOMEN ,COIMBATORE**

DESIGNATION : Social Work Trainee

Time Period : 26/12/2017 – 29/3/2018

As a Social Work Trainee at Rythem Social Service Society

- Provided Awareness classes to Women
- Coordinated for training and development programs
- Conducted Group works
- Conducted Community programs

- **SMILE FOUNDATION ,CHENNAI**

DESIGNATION : Intern(Social Worker)

Time Period : 2/5/2018 - 31/5/2018

As an Inter , I assist them with counseling services , to conduct awareness programs , to provide training .
To conduct group activities .

- **GOVERNMENT CHILDREN’S HOME FOR GIRLS , KAKKANAD , ERNAKULAM**

DESIGNATION : Intern (Social Worker)

Time Period : 11/12/2017 to 21/12/2017

As an Intern at Government Children’s Home , Kakkanad :

- Conducted regular training for children
- Conducted Awareness Program
- Educated them about personal hygiene & anger management
- Individual interactions
- Conducted Group activities

VOLUNTARY ACTIVITIES

- Volunteered in Medical Camp from Coimbatore Cancer Foundation

CAMPS ATTENDED

- Rural Camp at Attapadi & Nila Seva Samithi , Mayannur as a part of MSW
 - Conducted Awareness programs for tribal people
 - Educated them the importance of education
 - Conducted Group Activies
- Live-in Labs at Kuttanad , Alappuzha District (Flood Relief camp) As a part of MSW course
 - Coordinated with Doctors for medical camp
 - Trauma related counseling
 - Conducted awareness program
 - Conducted training

HOBBIES

- Travelling
- Reading

PERSONAL DETAILS

Date of Birth : 13-08-1996

Father's Name : C C Padmakumar

Mother's Name : Mini Nair

Language Known : English , Hindi ,Malayalam

Address : 6/78B , Sreelayam

Eroor (p.o) Tripunithura

Ernakulam

Pin code : 682306

DECLARATION

I hereby declare that the above statements are true to the best of my knowledge and belief

Date

Place

Name - 8