



Shijo V J

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CAREER OBJECTIVE

To obtain a responsible and career oriented assignment in a challenging environment where I can enhance my knowledge and contribute to the growth of the organization with my skills and experience.

LANGUAGES

Malayalam (Speaking, Writing, Reading)
English (Speaking, Writing, Reading)
Hindi (Reading)

PERSONAL PROFILE

Date of Birth : 09 May 1990
Nationality: Indian
Marital status: Married
Blood group: A +ve

EDUCATION

Master of Social Work (Medical & Psychiatric)	2010 — 2012
De Paul Institute of Science & Technology, Angamaly	
Bachelor of Social Work	2007 — 2010
Little Flower Institute of Social Science & Health, Kaithapoyil, Kozhikode	
Plus Two (Humanities)	2005 — 2007
St.Catharines HSS, Payyampally	
Secondary Level - SSLC	1995 — 2005
GHSS Neervaram	

WORK EXPERIENCE

Dr. Moopen's Medical College and Hospital, Wayanad, Department of Social Work/ Guest Relations

23 November 2020 — Present

Medical Social Worker

Job responsibilities:-

- To establish purposeful relationship with the patients and bystanders.
- To assure any patient rights violated during any point of service.
- To assure quality of service in patients care.
- To focus on Counselling and Rehabilitation Service.
- To provide psycho-social and emotional support to the patient.
- To focus and increase on Patient satisfaction index.
- To increase awareness about social work profession at various levels.
- To promote and facilitate member's professional development and lifelong learning.
- To maintain a neat and professional appearance.
- Keeping Dignity, Equality and integrity of a person.
- Serving justice for the needies.

- To maintain confidentiality throughout the entire process.
- To keep Discipline and Punctuality in operations.
- To stay calm under pressure.
- Integrated counseling & testing center (ICTC) Counseling.
- Documentation & report.

Dr. Moopen's Medical College and
Hospital, Wayanad, Department of
Community Medicine

05 December 2014 — 22 November
2020

Medical Social Worker

Job responsibilities:-

- Establish rapport with people in the community for medical student's training program.
- Maximize the use of rural health training center to community
- Learn about the community, create a field practice area map and create a family folder for the training.
- Provide necessary assistance in the community to medical students who come to study.
- Conduct various training programs in the community.
- Conduct immunization, pulse polio and other awareness programs under the support of public health center.
- Understand the living conditions of the people and make medical camps and other awareness programs in field practice area.
- Conduct classes for mothers and other training in field practice area.
- Conduct counseling programs for adolescent girls and boys in field practice area.
- Documentation and reporting.

Pragathi Financial Literacy &
Credit Counseling Center,
Wayanad District Co-op Bank Ltd. &
NABARD

01 November 2012 — 31 October
2014

Project Coordinator

Job responsibilities:-

- Establish a rapport with all the people associated with the bank.
- Establish and coordinate the activities of the Farmers Club under the various branches.
- Organize job rotation training program especially for women.
- Provide counseling to those facing foreclosure threats.
- Conduct awareness classes on bank deposit schemes, loan schemes and other.
- Conduct training program for managers and other staff.
- Conduct exposure visit for members of farmers clubs.
- Documentation & report .

SKILLS

- Communication
- Coordinating training
- Report writing
- File/record maintenance
- Time management
- Organization
- Relationship development
- Problem solution

**TECHNICAL
QUALIFICATION
& TRAINING**

Ms Office - Internet skill - Data entry - Data analysis

