

CURRICULAM VITAE

NIVYA JOSEPH

Vennala, Cochin

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CAREER OBJECTIVE

To obtain a challenging opportunity in a dynamic organization where I could get enough opportunities to develop and improve my skills and qualities and thus help organization to bring good results.

PROFESSIONAL EXPERIENCE (Total 3.5 Years)

Worked as HR Recruiter (March 2018)

Job Responsibilities:

- Screening resumes
- Performing in-person and phone interviews with candidates
- Provide shortlists of qualified candidates to hiring managers
- Act as a consultant to new hires and help them onboard

Worked as Psychiatric Social Worker at Navajeevan Trust, Kottayam, Kerala (2014 - 2017)

Job Responsibilities:

- Performs intake and evaluations
- Provide psychotherapy and other counseling services
- Provide psycho education to the family members of the patients
- Carry out patient care activities
- Planning and execution of different rehabilitation programs
- Conduct medical camp and awareness classes in schools and for public
- Coordinate charity activities of the trust.

Worked as a teacher in Govt. Higher Secondary School Bandadka, Kasaragod, Kerala (2013 - 4 Months)

FIELD WORK EXPERIENCE

- Cardinal Specialty Hospital, Monipally, Kottayam. Kerala – Resident Councilor
- SH Medical Centre, Kottayam, Kerala – HR Assistant

PROJECTS COMPLETED

- Bethsada Mental Health Centre Perumbavoor, Ernakulam, India
- Pariyaram Medical College Hospital, Kannur, Kerala
- Center for Research and Development, Nileswar, Kasargod
- Bellikoth Institute of Rural Entrepreneurship Development, Mavumkal, Kasargod

KEY COMPETENCIES

- Planning and organization skills
- Counseling skill
- Observation skill

EDUCATIONAL CREDENTIALS

Course	Course / Board / University	Year of passing
Post-Graduation	Course: Master of Social work (Medical & Psychiatry) College: St. Joseph's College Pilathara, Kannur	2011 – 2013
Graduation	Course: Bachelor of Social Work College: St. Joseph's College Pilathara, Kannur	2008 – 2011

COMPUTER PROFICIENCY

- Basic computer knowledge can work in Ms Word, Excel & Power Point and Internet.

PERSONNEL PROFILE

- **Permanent Address:** Mailadoor (H)
- Kuttaparamba (PO) - 670 571
- Alakode (Via)
- Kannur, Kerala, India
- **Fathers Name:** O.M Joseph
- **Date of Birth:** 05/03/1991
- **Nationality:** Indian
- **Marital Status:** Married

Hobbies: Reading, Listening to music, Travelling

Languages Known: English, Hindi and Malayalam

- **References**
Mr. Salu George
Accounts Manager – Navajeevan Trust, Kottayam
Mobile - 9497585039

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Cochin

Nivya Joseph

Date: 19/03/2022