



SREARCHANA J

@ sreearchana1440@gmail.com

7592875338

Prabhalayam house
Edappavoor p o kottathur
Pathanamthitta
689614

Skills

Teamwork skills
Leadership skill
Active listening and decision making
Effective Problem solving
Proficient In Using Ms office
Academic counseling

Interests

Employee Welfare work
Volunteering
HR and Administration
Counseling and Therapy

Languages

English
Malayalam
Hindi
Tamil

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Freelance

January

School counselor

2020 -

*Providing counselling face to face, over the telephone, or online.

February

2022

*Working with individuals, families or groups. Keeping confidential records.

*Building a relationship of trust and respect with clients.

* Provide counseling to school students

* Working with Parents: To enable holistic support and to ensure that the child's home environment is secure and nurturing for her, as well as to keep the parents in the loop about the work done in counselling, and how to ensure that the results are maintained at home.

* Dealing with psycho social problems of students and issues with peers

* Academic guidance.

Kitex Manufacturing LTD, Aluva

October

Labour welfare officer

2018 -

*To maintain Discipline in the Organization.

April 2019

* To maintain medical condition and safety of staffs and labours.

* To maintain wages and salary Administration

* Supervision

* Labour safety and welfare

* counseling workers and staff in their personal and working environment matters

* Manage employees leave and joining matters.

○	Adithya food Industries Pvt Ltd	<i>August</i>
	Public Relation officer	<i>2017 -</i>
	* Organising meetings and press conferences.	<i>October</i>
	* planning campaigns	<i>2018</i>
	* product presentations	
	* Employees safety and wages administration	
	* Dealing with public enquires about product and organizational activities	
	* Ensure industry welfare	

Internship

- **Psychiatric social work Intern**
April 2017- May 2017
Government Mental Health centre
Thrissur
- **Psychiatric social work Intern**
November 2016 - December 2016
Government District Hospital
Kozhencherry
- **Social Work Intern**
April 2016 - May 2016
Gandhi Bhavan International NGO
Kollam

Education

○	IGNOU	<i>2022</i>
	PG Diploma in counseling Pursuing	
○	MG university	<i>2017</i>
	MSW in medical and psychiatry B	
○	University of kerala	<i>2015</i>
	BA sociology B	
○	ST.Teresa's B C H S S	<i>2012</i>
	Higher secondary Education A	
○	Sree vijayananda vidya peedom	<i>2010</i>
	High School B	

+ Additional Information

- Date Of Birth : 28-01-1995
Marital status : unmarried
Nationality : Indian
State : kerala
passport No : R 7266398

✓ Declaration

- I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.

Sreearchana.j