

VEENA GANGADHARAN

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Career Objective

Seeking a challenging position to utilize my skills and abilities in the field of social work and counselling that offers professional growth while contributing creative solution towards the growth and advancement of the organization.

Work Experience

SOFT SKILL TRAINER

MAGIC BUS INDIA FOUNDATION – CHENNAI, TAMIL NADU

May 2021 to Present

Responsibilities as Soft skill Trainer:

- Reporting to the Program Manager.
- Conducting specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitoring and measure effectiveness of all training programs
- Conducting mock interviews.
- Utilizes a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- possess excellent communication skills, listening skills, team coordination and management skills, and time management skills
- Excellent verbal and assertive communication, and negotiating skills
- The topics covered under the program are Interview Skills, Resume Writing Skills, Workplace Etiquette, Time Management, Customer Orientation, Team Work, Listening skill.
- Reviewed student resumes and give feedback, provide coaching for the interview process.
- Encouraged and monitor the progress of individual students.

COUNSELOR/CASE WORKER

DISHA KARUNYA KENDRAM GIRLS HOME – VADUTHALA, ALAPPUZHA

January 2021 to May 2021

Responsibilities as Counselor/Case worker:

- Reporting to Manager and Child line.
- Providing face to face counselling to the children and prepare monthly counseling report and Individual care plan.

- Evaluate the needs of the children and create a custom counseling method and care plan
- Monitor progress of the children and adjust their individual care and counselling process.
- Assist children in their personal and physical development.
- Assist children in learning to cope with the social and emotional problems.
- Guide and support children in academic success and solve issues that may be barriers to success.
- Providing care and protection to the children and motivating them to achieve goals in their life.

Education

Master of Social Work in Medical and Psychiatry

Central University of Tamil Nadu – Thiruvavur, Tamil Nadu

July 2018 to 2020

Master of Physics

The Cochin College –Fort cochi, Ernakulam ,Kerala

June 2015 to 2017

Scholastic Achievement

Qualified UGC-NET, November 2020

Additional Information

Father's Name	:	Mr. C Gangadharan
Mother's Name	:	Mrs. Kumari K.K
Address	:	Purappadithara House, Eramalloor P.O Cherthala Alappuzha, Pin: 688537
D.O.B	:	02-10-1994
Marital status	:	Unmarried
Nationality	:	Indian
Languages known	:	Malayalam, English, Tamil

Declaration

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

Place : Eramalloor

Date: 03-10-2021