



ANNA JOSE

PROFILE

Motivated and organized professional with experience in Administration and Research filed. Skilled in prioritizing and completing tasks with strong interpersonal skill and ability for systematic and purposeful planning.

CONTACT

PHONE:
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SKILLS

Organizational skills
Interpersonal skills
Communication skills
Computer skills
Reliable and profession

EDUCATION

Master of Social Work

St. Thomas Autonomous College, Thrissur; Kerala

University of Calicut | 2018-2020
Specialized in Medical and Psychiatry
Graduated with GPA – 3.14/4

Bachelor of Arts; English & History

St. Thomas Autonomous College, Thrissur; Kerala

University of Calicut | 2015- 2018
Graduated with GPA – 4.53/6

WORK EXPERIENCE

Administrative Officer | May 2021 – April 2022

Talent Document Clearing Dubai, UAE

*Coordinating all the attestation work and follow up relating to UK, USA, INDIA, UAE etc. document;
Excellent at maintain positive flow of communication between departments and recognized for positive interactions with customers, staffs and business partners;
Responsible for filling administrative documents, and keeping confidential documents secured.*

Research Assistant | Sep 2020 – May 2021

St. Thomas Autonomous College, Thrissur; Kerala

Assisting the Department of Social Work in conducting field research by performing literature reviews, primary collection; analysis of data, preparation of questionnaires for research and maintenance of accurate records.

Trainee | 01 June 2020- 10 Jan 2020

Pencil, Charitable Trust

Assisting the professionals of social work in counselling, undertaken case study and group therapies, clerical works.

OTHER ACTIVITIES

Volunteer: Annual Status of Education Report | Sep 2020- Oct 2020

*ASER Centre, Pratham Education Foundation; Research Wing,
New Delhi*

Attended State Level Training for research. Volunteered in conducting primary data collection and management through phone surveys and data entry operations.

Certificate Internship; Block Field Worker - Medico Social Work Department | Sep 2019- Oct 2019

St. John's Medical College Hospital, Bangalore

Completed a month of medical Block Fieldwork in Patient Assessment, counselling, and psychosocial intervention. Simultaneously conducting case studies & presentations for the rehabilitation department.

Certificate Internship; Block Field Worker - Psychiatric Social Work Department | Dec 2019- January 2019

Sacred Hearts Hospital, Idukki; Kerala

Completed a month of Psychiatric Social Work internship that included case history taking & MSE, organization study, case study practice in counselling.

Certificate Internship; Field Work - Social Work Department | April 2019 – May 2019

National Institute of Physical Medicine & Rehabilitation

Completed a month of social work internship that included case study and supervision of group therapy.

Part of GIS mapping, organized by an UNDP Project of Thrissur District Administration with the technical support of Ribdsi Foundation, Kolkata and St. Thomas' College (Autonomous) Thrissur.