



SIBY GEEVARGHESE

Social Work Post-graduate with more than 6 years of experience in the field of Medical and Psychiatric Social Work. Especially in HR administrative assistance, counseling, psychotherapy, OP & IP assistance patient relations, documentation, hospital accreditation team, promotional activities and grievance handling. Now looking for a suitable position which offers genuine opportunity for progression and where I can make a significant contribution.

PROFILE

Nationality : Indian
Date of Birth : 09-09-1991
Marital Status : Single
Languages : English, Hindi
Malayalam

CONTACT

ADDRESS

Kochuveetil House
Chenneerkara P O,
Pathanamthitta, Kerala

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CURRICULUM VITAE

EDUCATION

- **MSW** Master of Social Work, MG University(2015)
Specialization : Medical and Psychiatry
- **MSc.** Psychology, Madras University (2017)
- **BA.** History, MG University
Catholicate College, Pathanamthitta (2011)

WORK EXPERIENCE

1. **Nakkada Mission Hospital, Thiruvalla, Kerala**
Neuro-Psychiatric Centre
Worked as Medical & Psychiatric Social Worker
(01-09-2015 to 25-05-2022)

Duties and responsibilities

- Work with mental health multidisciplinary team
- Coordinator, hospital accreditation team (NABH)
- Interview patients to assess their illness, record case history & conduct Mental Status Examination
- Help patients by answering their queries
Provide emotional support & Counseling
- Patient relations, feedback survey, grievance handling
- HR & Administrative assistance and clerical support when needed
- Prepare reports & official documents
- Promotional work for the development of health care services and to enhance hospital visibility.

2. **Mar Osthathios Sharing Trust**
Chengannur, Kerala
Rehabilitation and Palliative Care Center
Voluntary work (1-9-2013 to 15-01-2018)

Duties and responsibilities

- Guest relations
- Maintenance of inmate's records
- Update license and certifications from gvt. authorities
- Clerical & administrative assistance to management
- Maintain and update staff records
- Report making and documentation

- Organizing community program and family gathering with inmates

INTERNSHIP EXPERIENCES

- 1 month experience as medical/psychiatric social worker
 - St. Gregorios Hospital, Parumala, Kerala
 - MOSC Medical College Hospital, Ernakulam, Kerala
 - Lisie Hospital, Ernakulam, Kerala,
 - ACCEPT IRCA De-Addiction Centre, Alappuzha

ACCOMPLISHMENTS

- ✓ International accreditation in Person Centered approaches in India (Completed certificate course of Person-Centered Therapy approved by HSA, UK)
- ✓ Completed Diploma in Mission Studies (DMS)
- ✓ Worked with an NGO as Resident volunteer (4 years)
- ✓ Completed certificate course on graphic designing

RESEARCH PROJECT

- ✓ **Dissertation in MSW**
A study on the level of stress among the parents of children suffering from Cancer with special reference to RCC Trivandrum, Kerala

AREAS OF INTEREST

- Medical Social Work
- HR or Administrative assistance
- Counselling, Patient relations
- Documentation

STRENGTHS & SKILLS

- ✓ Computer Proficiency
- ✓ Flexible to accept new ideas and processes
- ✓ Able to work individually or as part of team
- ✓ Willing to learn new technologies and responsibilities
- ✓ Loyal, honest and sincere towards work
- ✓ Active listening and patience
- ✓ Maintain healthy relationship in the workplace

COMPUTER KNOWLEDGE

- MS Office
- Graphic Designing

HOBBIES

- Graphic Designing
- Interacting with friends

REFERENCES

Dr. A J John MBBS, MD, FIPS

Consultant Psychiatrist &
Managing Director
Nakkada Mission Hospital
Thiruvalla, Kerala, India
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Mr. George Varghese

Counselor & former Project Manager
St. Gregorios Mission Hospital &
International Cancer Care Centre,
Parumala, Kerala, India
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