



JISNY STEEPHAN

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Presently working as a Staff of Varapuzha Service Co-operative Bank Ltd. No. 1582 and Janasevana Centre under the Bank itself from 2020 January and still counting

Career objective:

Seeking for an opportunity to utilize my Knowledge, Skills and Abilities with competitive environment, true professional to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible.

Academic credentials:

(2018)

- **Qualified NET exam for Assistant Professor by University Grants Commission.**

(2017 – 2019)

- **Master of Social Work (MSW), specialized in Family and Child Welfare from Bharata Matha College, Thrikkakara, Ernakulam with aggregate of 76%.**

(2010-2013)

- **Bachelor of Science Degree in Chemistry from St. Xavier's College for Women, Aluva, Ernakulam with aggregate of 71%.**

(2008-2010)

- **PlusTwo** from **Govt. Higher Secondary School, N. Paravur, Ernakulam** with aggregate of 80%.

(2008)

- **SSLC** from **St. George's High School, Puthenpally, Varapuzha, Ernakulam** with aggregate of 86%.

Achievements & Certifications:

(2016)

- **NCVT Certificate course in Accounting Assistant Using Tally** from Vocational Training Centre, N. Paravur, Ernakulam.

(2015)

- **Diploma in Computer Application (DCA)** from Vocational Training Centre, N. Paravur, Ernakulam.

(2014)

- **Word Processing and Data Entry Operator (WPDEO)** from Vocational Training Centre N. Paravur, Ernakulam.
- Participated and received certificate for one day Forum and Conference on **“SAFE AND SAFETY, SUBSTANCE ABUSE FREE ENVIRONMENT AND SUBSTANCE ABUSE FREE ENVIRONMENT TEAM YOUTH”** respectively at Rajagiri Business College, Kakkanadu, Ernakulam. (2018 July).
- Participated in workshop on **“PRA, PARTICIPATORY RURAL APPRAISAL”** at Bharata Matha College, Thrikkakkara, Ernakulam. (2018 October).
- Participated and presented research paper on the topic **“Prevalence of sexual abuse among adolescent boys”** at 16th **Samanwaya, International Conference** held at BCM College, Kottayam. (2019 February).
- Participated in **“PROJECT MANAGEMENT & PROJECT PROPOSAL WORKSHOP”**, at **Bharata Matha College, Thrikkakkara, Ernakulam** (2019 June).
- Add on course in **CERTIFICATE COURSE IN COUNSELLING** with A Grade
- And many more...

Internships:

Worked as **Social Work Intern** in

- Three months experience at **BeFORE, Bharata Matha Extention for Organic Research and Environment**, an NGO of Bharata Matha College, Thrikkakara.
- One month experience at **Project VENDA**, an initiative of a National level NGO, **FWF, Fourth Wave Foundation**, Palarivattom, Ernakulam.
- One month experience at **SOS CV, Save Our Souls Children's Village**, Edathala, Aluva, Ernakulam.
- One month experience at **Butterflies**, New Delhi, Child welfare NGO for street and street connected children.

- One month experience at **Chavara Special School for Mentally retarded**, Koonammavu, Ernakulam.

Position of Responsibility:

- Part of PRO, Media and Communication Committee of 7 days of Rural Camp Held at Kuttampuzha, Kothamangalam, Ernakulam, "**NIBHODITHA 2K17**"
- Part of Communication, Hospitality and Guest arrangement Committee of **Paddy Cultivation Festival** held at Bharata Matha College Campus, Thrikkakkara, Ernakulam, "**PATTUM KOYTHUM 2K17**"
- Part of Invitation and Hospitality Committee of the Children's Talent Fest, "**MILAGRO 2K18**"
- Part of Programme Committee of Observational Visit at Wayanad and Kozhikode, "**THALAASH 2K18**"
- Part of Food, Accommodation, Travel and Guest arrangement Committee of "**BHARATHION 2K18**", **NATIONAL CONFERENCE AND SYMPOSIUM ON DISASTER MANAGEMENT: INTER-SECTORAL INTERVENTIONS FROM RISK REDUCTION TO RECOVERY**"
- Served as **RELIEF CAMP VOLUNTEER** during the flood period at Bharata Matha College, Thrikkakkara, Ernakulam.
- Actively participated in various services at different places during the flood period.
- And many more...

Experience:

- **Three months** experience as **GUEST RELATION EXECUTIVE** at **Hy-Land Cochin Holidays (P) Ltd., Kalamassery, Ernakulam** from **2014 July 30th to November 3rd**.
- **One year** experience as **COMPUTER TRAINER** (both Theory and Practical sessions of basic Computer Education) at **Vocational Training Centre, N. Paravur, Ernakulam** during the period of **2014 November 5th to 2015 November 30th**.
- **21 months** experience as **OFFICE ADMINISTRATOR** at **Jino John & Associates (Accountants and Auditors), Kalamassery, Ernakulam** from **2015 December 3rd to 2017 August 19th**.

Area of interest:

- Family and Child Welfare
- Hospitals
- Counseling
- Child related issues
- CSR Projects
- Teaching
- Community Development

Strengths:

- Strong Communication and Interpersonal Skills
- Ability to work in team as well as independently
- Sincere and Self confident
- Possess Positive attitude
- Commitment towards work
- Co-ordination and Decision making
- Dedication
- Optimistic

Hobbies:

Music, Movies, Reading, Travelling and Exploring new tastes are my main areas of interest.

Personal Details:

Date of Birth	: 4 th May 1993
PermanentAddress	: Kolarikkal House Muttinakam Varapuzha P.O Ernakulam- 683517
Gender	: Female
Marital Status	: Single
Nationality	: Indian
Languages Known	: Malayalam, English Hindi &Tamil

Reference:

- Dr. Sheena Rajan Philip, HOD of Social Work Department, School of Social Work, Bharata Mata College, Thrikkakkara, Ernakulam. Mob: 8129740488
- Mr. Tony M Tom, Asst. Professor and Fieldwork Supervisor, School of Social Work, Bharata Mata College, Thrikkakkara, Ernakulam. Mob: 9746376644

Declaration:

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

Date:

Place: Varapuzha

Jisny Steephan