



ARSHAK BABU P P

Professional Social Worker

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CAREER OBJECTIVE

Seeking for a position, where I can develop myself as a professional social worker with compassion and commitment to people and society. I would like to be a part of enhancement of my fellow beings in a holistic way and create value for my prospective employer through my dedicated and diligent efforts.

EDUCATION

POST GRADUATION

MASTER OF SOCIAL WORK (MSW) –
Generic Social Work

College of Social Work, Nirmala Niketan,
Mumbai

Academic Year: 2020-2022

GRADUATION

BACHELOR OF SOCIAL WORK (BSW)

Christ College (Autonomous), Thrissur,
Kerala

Academic Year: 2017-2020

SKILLS

- Communication
- Program Management
- Team Leading
- Analysis & Evaluation
- Stakeholder Management
- Community Development

TECHNICAL KNOWLEDGE

- MS Office (Word, EXCEL, PowerPoint)
- SPSS

WORK EXPERIENCE

Program Associate

Pratham Infotech Foudation, Mumbai

September 2022- Present

- Look after the overall management of the project
- Provide support in creating Logical framework approach, key performance indicators and reporting framework on the assigned project
- Work with operation team to achieve the goals as per MoU of the project
- Co-ordinate high level administrative support, impact assessment by external auditors and programmatic audit.

Community Case Counsellor

Vison Rescue, Mumbai

July 2022- September 2022

- Case management of the children enrolled in BLC School
- Identify and prepare case story and Conduct Focus group meeting
- Conducts Surveys, Home visits, and assists in all the service programs; Education, Health, Sports, Dental etc.
- Follow up of Absent students

FIELD WORK & VOLUNTEERING

Tata Memorial Hospital (TMH), Mumbai April 2022- May 2022

- Working with child & adolescent cancer patients and their families and involve in day-to-day activities of Medical Social Service Department of TMH.
- Duties:
 - Visit different cancer OPDs (Outpatient Departments) and DMGs (Disaster Management Groups)
 - Interaction with child & adolescent cancer patients and their families and conduct group sessions with adolescent cancer patients
 - Observe Socio-economic assessment of patients approach Medical Social Service Department
 - Prepare Oncology social work Fellowship curriculum

CERTIFICATE

FIELD WORK SUPERVISION

College of Social Work, Nirmala Niketan,
Mumbai

PERSONAL INFO

Address:

C1-24, ONGC Colony, Nityanandnagar Rd,
Bandra West, Mumbai, 400050

Gender: Male

Languages Known:

English (Proficient),
Malayalam (Proficient- Mother tongue) ,
Tamil (Conversational),
Hindi (Basic Knowledge)

DOB: 1st June 1999

Marital Status: Unmarried

Nationality: Indian

Institute for Exceptional Children (IEC), Mumbai. *Aug 2021- Feb 2022*

- Working with children and adults experiencing psycho-social issues
- Duties:
 - Observe counseling sessions Facilitate group session with children
 - Prepare Modules on different topic related Mental Health
 - Conduct training programs & Organize Parent Guidance (Stall) program in school
 - CBO Mapping and networking with NGOs
 - Prepare IEC Material for Mental Health Awareness creation

Shreyas-Organization for Sustainable Development and Justice, Wayanad *March 2021- April 2022*

- Working with Tribal communities and their needs and conduct activities for community mobilization, awareness creation.
- Duties:
 - Visit Tribal colonies and interaction with local people
 - Conduct awareness programs on 'sexual abuse on boys' and 'Violence against Women'
 - Involve in Impact study of Tribal community-based projects
 - Develop project proposal for Livelihood needs of tribal Youth

Shikshan Sansthan (JSS), Malappuram, Kerala *Nov 2020- Dec 2020*

- Working with Women, Youth and Adolescents who are going through employment skill training.
- Duties:
 - Visit self employment training centers
 - Conduct group session for trainees
 - Organize Life skill sessions

Youth For Seva (YFS), Bangalore *Nov 2019- Dec 2019*

- Worked on Resource Mobilization for organization through conducting CSR events and Organize programs for child Development
- Duties:
 - Visit various companies to conduct CSR events
 - Conduct group session with children and adolescent girls
 - Organize children festival named 'Chiguru'

Integrated Child Development Services (ICDS), Thrissur

Aug 2018- Feb 2019

- Work with Community, especially Children, Parents, Adolescent Girls and Old age population and conduct various activities.