

**AKSHARA MARIA JOSE**

[aksharamj16@gmail.com](mailto:aksharamj16@gmail.com)

8301832065

Koonamparayil (H) Muthaliyar Madom Thodupuzha EAST P.O PIN: 685585

**Career Objective**

Seeking to obtain a position that offers both personal and professional growth within a progressing organization that practices integrity and upholds its obligations to service. To be a friendly and enthusiastic Patient Relations Officer who is a critical thinker, quick learner, and works well in a fast-paced environment and be able to confidently handle all tasks given with accuracy and in a timely manner.

**Work Experience****Mary Rani Balika Bhavan, Thodupuzha****Social Worker Cum Counselor**

31/11/2021- 01/12/22

Managed casework for the children.

Prepared individual case file.

Provided children with counseling services.

Taking case histories and maintaining Individual Care Plan.

Contacted each client regularly and evaluated progress towards their goals.

Documenting meeting reports and other registers.

Helped children to identify their social development milestone.

Assessed child safety and risk of further abuse.

Updating CPS MIS for the institution.

**Field Work Exposure****KAVAL PROGRAMME, Rajagiri Outreach, Kalamassery**

20/09/202- 20/10/2021

**Internship trainee**

Major activities are

-Life skill Training, Group Work, Telephonic Support, IEC material preparation and Case Work.

**Rajagiri Outreach, Kalamassery**

23/08/2021

-20/09/2021

**Internship trainee**

Major activities involved are :

-Social Impact assessment, Field visit & Case History Taking

(Women Entrepreneurship Project)

-Online Session

(Child Education Sponsorship Project)

- IEC material prepared.

**Trichur Institute of Mental & Neurosciences**

*05/01/2021 - 31/01/2021*

**Internship trainee**

Major activities involved are:

- MSE & case history taking
- Rehabilitation of patients
- Multidisciplinary teamwork
- group therapy
- personality assessment

**Santhula Trust Hospital, Koothattukulam**

*12/01/2020 - 05/03/2020*

**Internship trainee**

**Waste Management Project at Purappuzha Panchayat**

*December 2020*

**Field Work trainee**

**MGNREGS Vannapuram**

*9 dec 2019 - Jan 2020*

**Field work trainee**

## **Education**

**Santhigiri College of Computer Sciences, Vazhithala**

*2019-2021*

Master of Social WorkCGPA : 3.67

**Newman College, Thodupuzha**

*2015- 2018*

B.sc ChemistryCGPA: **8.48**

**St George HSS, Muthalakodam**

*2013-2015*

Higher Secondary EducationPercentage :86

**Vimala Public School,Thodupuzha**

*2012-2013*

Junior Secondary EducationGrade Point:9.2

## **Personal Skills**

Documentation Communication Creative thinking Coordinating Active listening Teamwork Poster making Decision making Management skills

## **Technical Skills**

MS Word

MS Power point

MS Excel

## **Projects**

**Psycho-Social Impact of Online Learning Among Students**

The research study is trying to focus on the Psycho-Social Impact of Online Learning among students during the time of Covid-19 due to online education. The study is conducted among the SSLC students and Higher Secondary students residing in Muvattupuzha Block Panchayat in Ernakulam District.

### **Certification**

Becoming a Changemaker: Introduction to Social Innovation an online non-credit course authorized by University of Cape Town.

### **Languages**

English (Excellent), Malayalam (Native), Hindi (Basic)

### **Hobbies**

Reading

Writing

Gardening

### **Personal Details**

Date of birth : 16/12/1996

Gender: Female

Age :26

Nationality : Indian

### **Reference**

**Ms. Anne Sharon Kappan** - "Former HOD, Santhigiri College of Computer Sciences, Thodupuzha"

UK Social Worker

[annesharon@santhigiricollege.com](mailto:annesharon@santhigiricollege.com)

+91 95627 23383

### **Sr Jofin**

Person In Charge

Mary Rani Balika Bhavan, Thodupuzha East

+91 9207787284

### **Declaration**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Place : Thodupuzha

Akshara Maria Jose

Date : 12-12-2022