



JASNA J N

SOCIAL WORKER (COUNSELLOR)

CONTACT DETAILS

Jasna Manzil Vaduthala Jetty P O
Arookutty, Alappuzha - 688535
Kerala, India
Phone Number : +918589901815
Mail ID: jasnajn1996@gmail.com

PERSONAL DOSSIER

Date of Birth: 22/02/1996

Nationality : Indian

Religion : Islam

Gender : Female

Marital Status : Single

Mother Tongue : Malayalam

Blood Group : O+ve

DOMICILE AREA

- Case work
- Group work
- Psychiatric & Mental Illness
- Community development
- Women & Child development
- Tribal Community
- Customer Relations & Marketing

LANGUAGES KNOWN

- Malayalam : Read, Write & Speak
- English : Read, Write & Speak
- Arabic : Read & Write
- Hindi : Read & Write

CAREER OBJECTIVE

To make optimum utilization of my knowledge and skills and utilize opportunities effectively for professional growth and contribute for the best for betterment of the organization and self.

ACADEMIC QUALIFICATIONS

Examination	Course	School/College	Board/university	Year of Passing	%
PG	Master of Social Work, Counselling	De Paul Institute of Science And Technology Angamaly	Indhira Gandhi National Open University {IGNOU}	2022 June	66%
UG	BA Sociology	SH College, Thevara	MG University	2016 May	62%
HSE	Humanities	VJHSS Nadvath Nagar	Board of Higher Secondary Examination	2013 March	77%
SSLC		VJHSS Nadvath Nagar	Kerala State Board	2011 March	64%

TRAINING EXPERIENCE

- Thirty days internship at – Nair's Hospital Kannadikkad, Maradu Ernakulam - **15/06/2022 to 14/07/2022**
- Forty five days concurrent field work at Swanthana Institute of Counselling and Psychotherapy, Ernakulam **01/04/2022 to 10/06/2022.**
- Thirty days block placement at Sakhi One Stop Centre Kalpetta (Department of women & child development)- **28/02/2022 to 29/03/2022**

PROFESSIONAL SKILLS

- Case work
- Counselling
- Active listening
- Problem solving
- Group work
- Community work
- Leadership skill
- Time management
- Case recording
- Rapport building
- Communication skill
- Coordination skill
- Patience
- Observation
- Positive minded

IT SKILLS

- MS Word
- MS Power Point
- MS Excel

REFERENCE

• Binta Wilson
Administrator, Sakhi One Stop
Centre, Kalpetta, Wayanad
Phone No. 04936202120
E-mail :
oscwayanad@gmail.com

• Bevin George
Admin cum HR,
Technotrade Retail Services
India pvt Ltd, Ernakulam
Phone No : 9847043900
E-mail :
hrd@technotraderetail.com

- Forty five days concurrent field work at Ernakulam Social Service Society (ESSS), Ernakulam 23/11/2021 to 15/01/20
- Ten days patrol leaders training camp (The Bharat /Scout & Guides) at St, Therasas H.S Manappuram **07/11/2008 to 10/11/2008**
- Certification of undergone a Legal Literacy classes based on **NIYAMAPADOM** held by the Taluk Legal Service Committee - **2009 to 2010**

PROFESSIONAL EXPERIENCE

Customer Relation Executive & E-Commerce

Technotrade retail services India pvt ltd 2017 – 2021 (4 years)

Job Responsibilities

- Responded to customer requests for products , services and company information
- Handled complaints , provided appropriate solutions and alternatives within appropriate time frames and followed up to achieve resolution.
- E-commerce duties include adding product details on the company's own website , updating the stock, handling the enquiries of the customers coming through the website , and submit the monthly report.

WORK SHOPS / SEMINARS ATTENDED

Participated in FR.ABHRAHAM KALLARACKAL
MEMORIAL NATIONAL SEMINAR

It was a **QUALITY OF LIFE: NEW CHALLENGES AND ALTERNATING** was arranged by SH college.

DECLARATION

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

DATE : 16/01/2023

PLACE : Arookutty, alleppy

Signature