



ALFANA ASHARAF

📍 Kottayam , India 686507

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✉️ alfananabeel@gmail.com

Professional Summary

Dedicated **Social Worker with Medical and Psychiatry** specialisation well-versed at liaising with clients to foster access to community resources, treatment and assistance programs. Strong background in supporting client treatment plans. Compassionate and driven with unflinching work ethic and passion for helping others.

Dynamic Lecturer with 1 year of successful teaching experience. Known for interesting lectures with helpful supporting materials and detail-oriented classroom management. Dedicated to individual student success and comprehensive understanding

Skills

- Faculty collaboration
- Student counseling
- Academic writing
- Classroom lecturing
- Class management
- Problem-Solving
- Analytical and Critical Thinking
- Planning and Coordination
- Interpersonal Communication
- MS Office
- MS Excel
- Powerpoint
- Networking with staff
- Organization and Time Management
- Teambuilding
- Training and Development

Education

- 11.2021 • MSW, Medical and Psychiatry, MES College Erumely - Kottayam, Kerala
- 03.2019 • B. Sc, Botany, St. George College Aruvithura - Erattupetta
- 2016 • Plus Two, Science, St. Dominics Higher Secondary School - Kanjirappally, Kottayam
- 2014 • SSLC, AKJM Higher Secondary School - Kanjirappally, Kottayam

Work History

02.2022 - 03.2023

Guest Lecturer, Master of Social Work

MES College Erumely - Kottayam, India

- Maintained engaging and interesting lectures by combining different media.
- Collaborated with colleagues to address teaching and research issues.
- Sought ways to improve performance by reflecting on teaching design and delivery and obtaining and analyzing feedback.
- Used PowerPoint and Google Classroom technology to give presentations to student classrooms.
- Created and designed quizzes, tests and projects to assess student knowledge.
- Mentored undergraduate and graduate students in effective next-steps for education and career preparedness.
- Conducted outreach to local referral sources to build strong partnerships for supportive services.
- Participated and led committee meetings to remain aware of developments in subject.
- Designed and distributed lecture handouts to round out material and increase student understanding.
- Arranged syllabus, developed schedule and determined reading list for varied courses simultaneously, giving students appropriate time to complete assignments and absorb information.
- Selected and designed lesson plans and curriculum to meet academic objectives.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Prevented information overload by limiting content and emphasizing key points.
- Guided class discussions to encourage debate and feedback among students.

09.2021 - 02.2022

Social Services Assistant

ASER Foundation, Kanjirappally - Kottayam, India

- Developed manual providing information on community resources across county available to families and children.
- Delivered comprehensive therapeutic services to children, adolescents and adults to support child welfare and prevention services.
- Counseled individuals and families regarding mental health, substance abuse, physical abuse and rehabilitation issues.
- Provided social work services, individual and family therapy and referrals.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

FIELD EXPERIENCES

- Prepared variety of different written communications, reports and documents.
- Worked with clients to improve life choices and maximize benefits of programs.
- Secured housing, medical care and employment for clients by collaborating with various community agencies.

- Participated in the Tele counselling as part of **District Mental Health Programme under National Health Mission.**
- **Medical Field work** exposure from **Mary Queens Mission Hospital, Kanjirappally, Kottayam**
- Conducted Leadership Training Programme for MNREG labours as part of Rural Camping.
- **Psychiatric Field work** exposure from **Louis Mount Hospital, Thariyode, Wayanad District.**
- Conducted Leadership & Career awareness sessions for Government Highschool Students as part of Community organisation.

ACADEMIC RESEARCH

- Done Academic Research on the topic 'A STUDY ON PSYCHOSOCIAL PROBLEMS FACED BY FIRE AND RESCUE WORKERS IN KOTTAYAM DISTRICT'

Languages

English

Read, Write, Speak

Malayalam

Read, Write, Speak

Hindi

Read, Write, Speak

Tamil

Speak

REFERENCES

- Ms.Chinchumol Chacko, Head of Department of Social Work, M.E.S College Erumeli, +91 9656706558
- Mr.Mujeeb Rehman, Chairman ASER Foundation, Kanjirappally
- +91 9447096651

DECLARATION

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

ALFANA ASHARAF