

CURRICULUM VITAE



CONTACT INFORMATION

Arakkal House, Nambiath,
Kizhakkepram, N.Paravur, Ernakulam,
Kerala – 683513

Mob : +91 9961998830

email id: chinnujinz363@gmail.com

Marital status : Married

DOB : 27.06.1994

Strengths

- + Effective team leader
- + Hardworking
- + Sincere
- + Confident
- + Flexible
- + Problem solving & Decision making skill

Programming Skills

- + MS Office [Word, Excel & PowerPoint]
- + Email operation

Languages Known

- + English
- + Malayalam
- + Hindi

JINCY JOY (BA.Sociology, MSW [Medical & Psychiatry])

OBJECTIVE

To enhance my knowledge and capabilities by working in a dynamic organization that provides itself in giving substantial responsibility to new talent and to expertise my skills in both medical as well as any professional setting as per the need of organization.

WORK EXPERIENCE

Snehatheeram Charitable Society, Vilakudy, Kollam – Psychiatric Social Worker (January 2020 - May 2023)
The Psychiatric rehabilitation center runs with inpatient units. Thus, I worked as a social worker provided counseling, interacted and had better rapport with inmates, conducted group activities for the inpatients and was also involved in taking Admissions of new inmates, Office administration, Guest relation, Referral service, Record keeping & worked with Multidisciplinary team of institution.

Christuraj Hospital, Kottarakara
Receptionist (November 2015- August 2016)
Worked as the receptionist by utilizing medical office software in scheduling the appointments, maintaining medical records, referring enquiries and attending the telephonic queries.

FIELD WORK EXPOSURE

- ✓ Six months field work at **District Kudumbasree Mission, Wayanad. [Community Development]**
- ✓ One month field work experience at **Nicholas Memorial Centre For Mental Health And De-Addiction [Psychiatry]**
- ✓ Field work experience in **Amala Institute of Medical Science, Thrissur [Medical]**

Personal Attributes

- Sociable
- Good team member
- Empathetic and understanding in nature
- Utilizes all educational opportunities
- Able to handle emergency situation
- Devoted to service

PROFESSIONAL PARTICIPATION

- Participated “*Theory Cum Practice Of Trainers Training Programme For Enhancing The Mental Health*” Organized By *San Pio Institute For Training Counsellors And Psychoherapy*.
- Participated In “*Training On Psycho Social Care & Relief Service Programme*” Organized By *Childline, Wayanad*.
- Participated *National Conference On “Re-Imaging Social Work Education In The Outcome Based Perspectives And Practices”* At *Rajagiri College Of Social Sciences, Kalamassery, Kerala*.

EDUCATIONAL QUALIFICATION

Qualification	Name of Institutions	University/Board	Year of passing	Percentage of marks
Master of Social Work	Don Bosco College, Wayanad	University of Calicut	2019	70%
Bachelor of Arts in Sociology	Mahatma Gandhi College, Trivandrum	Kerala University	2015	76%
Higher Secondary	ST. Goretti H.S.S Punalur	Board of Higher Secondary Education,	2012	86%
SSLC	ST. Goretti H S Punalur	Board of Public Examinations, Kerala	2010	75%

REFERENCES

✚ **Sr. Roselin Chirayil SM, Director**

Snehatheeram Charitable Society, Vilakudy, Kollam. Mob: 9496851515

✚ **Fr Sojan Pananchickal SDB,**

Vice Principal of Don Bosco College, Angadikadavu, Kannur. Mob: 7012516402

DECLARATION

I hereby solemnly declare that the facts and figures furnished above are true to the best of my knowledge.

JINCY JOY