

## MANJU BABY



### CONTACT

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### SKILLS

1.Active Listening 2.Communication skills  
3.Leadership skill 4.Marketing materials  
5.Hiring and recruitment knowledge 6.Data management familiarity 7.Campaign development 8.Contract Management  
9.Scheduling and calendar management  
10.Consulting 11.Document management  
12.File and data retrieval systems  
13.Administrative oversight 14.Strategic planning 15.Budgeting 16.Operations management 17.Staff Management 18.Event Coordination 19.Project support

### LANGUAGES

Malayalam English Hindhi Tamil

### OBJECTIVE

Seeking a position as a Counselor to utilize my expertise and acquired skills in diagnosing, handling, counseling and providing support to patients who are going through psychological struggles and I want to contribute towards realizing the organization's vision and become its integral part. I have 4 year experience in counseling feild.

### EXPERIENCE

#### TUDI(Tribal Unity for Development and Initiatives

2018 September - 2019 November

Program coordinator

1. To improve the health and socio economic status of rural people and strivefor their overall development.
2. To impart education & training for the strengthening of poorest backwardcommunity”
3. To implement innovative livelihood programs with communities in differentparts of Child Fund India.
4. Strengthening the women empowerment and child program as well as Environment Awareness Programs.
5. Networking with leading national and international organization in thedevelopment fields of backward community.
6. Gathered and organized materials to support operations.
7. Coached employees through day-to-day work and complex problems.
8. Entered data, generated reports, and produced tracking documents.
9. Utilized proactive communication abilities to resolve employment-related disputes.
10. Participated in workshops and in-service meetings to enhance personal growth and professional development.
11. Coordinated with human resources department to handle payroll and personnel databases.
12. Handled incoming and outgoing shipping and receiving activities.
13. Evaluated operational practices and identified improvement opportunities to develop revisions for systems and procedures.
14. Resolved issues through active listening and open-ended questioning, escalating major problems to manager.
15. Monitored front areas so that questions could be promptly addressed.
16. Conducted ongoing reviews of program financial systems to assess cost control measures.
17. Coordinated individual duties after careful evaluation of each employee's skill level and knowledge.

## **SNEHA Suraksha**

2019 November - 2022 December

Counselor

\*)Maintained comprehensive client files according to program standards and physician requests.

\*)Supported supplemental programming in office to enhance patient recovery and developed individual program plans.

\*)Attended trainings, staff meetings and professional development seminars, enhancing performance and supporting departmental goals.

\*)Prepared materials for individual and group therapy sessions, anticipating unique patient needs accordingly.

\*)Frequently double-checked patient histories and current information while scheduling follow-ups and other appointments.

\*)Processed medical insurance claims and payments.

\*)Conducted patient intake interviews, recording and documenting relevant information.

\*)Coordinated referrals through insurance and other medical specialists and documented details in patient charts.

\*)Organized and maintained patient chart filing system to promote quick data finding for staff.

## **EDUCATION**

### **Calicut University**

2018

Msw

75%

### **Calicut University**

2016

Bsc chemistry

75%

### **St Thomas H.S.S nadavayal**

2013

Plus two science

70%

### **St Thomas H.S.S nadavayal**

2012

SSLC

75%

## **REFERENCE**

### **Arun Raj - SNEHA Suraksha**

Program manager

snehasurakshahr@gmail.com

8129780923

Fr . Joy ullattil - Don Bosco college Sulthan Bathery

Principal

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## CONCLUSION

### Conclusion

I Manju Baby hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

Place:

Date:

Name & signature:



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