



SHERIN SUSAN JOHN

PROFESSIONAL SUMMARY

As a confident Social Work graduate, I am seeking a challenging opportunity that will allow me to leverage my extensive knowledge and experience while also providing opportunities for professional and personal growth. I possess a strong inclination towards optimizing efforts and resources, streamlining processes, and consistently striving for excellence in the completion of assigned tasks. I am committed to making a meaningful impact in the lives of the individuals, families, and communities I serve.

WORK HISTORY

Completed field work/ internship in various organizations.

Student Intern - Rajagiri Outreach, Kalamassery, Ernakulam, Kerala (2023/06)

- Organized and participated in various community events, awareness campaigns, and workshops, and interacting with beneficiaries or stakeholders.
- Supported in administrative tasks, such as documentation, database management, and assisting with office operations.
- Assisted in the implementation of projects, including conducting survey, data analysis, and preparing reports.

Student Intern - VISWAS, Palakkad, Kerala (2023/02-2023/05)

- Conducted client intake interviews, assessed legal needs, and determined eligibility for services.
- Researched and analyzed laws, regulations, and case precedents to support legal team in developing strategies.
- Prepared legal documents, provided interpretation services, and assisted attorneys in court proceedings.

Student Intern - District Child Protection Unit, Palakkad, Kerala (2022/08-2022/11)

- Facilitated a residential camp for school students as part of the Our Responsibility to Children (ORC) program.
- Provided exceptional clerical support, including note-taking, paperwork compilation, and customer interactions.
- Ensured seamless meeting logistics and recorded important information while organizing materials.

Student Intern - Childline, Palakkad, Kerala (2022/06-2022/07)

- Produced high-quality communications, conveying key messages with clarity and professionalism.
- Provided exceptional clerical support, addressing routine and special requirements with attention to detail.
- Managed incoming calls, coordinated files, and sorted mail, ensuring efficient office functioning.

CONTACT

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SKILLS

Professional Skills

- Team Collaboration
- Project management
- Communication
- Presentation skills
- Interpersonal Relationship
- Problem Solving
- Active Listening
- Leadership & Coordination

IT Skills

- Microsoft Office.
- Documentation & Reporting.

LANGUAGES

English: C2

Master or proficient

Hindi: C1

Advanced

Malayalam: C1

Upper intermediate

Tamil: B2

Upper intermediate

**Student Intern - Welfare Services Ernakulam, Ernakulam District, Kerala
(2022/05-2022/06)**

- Supported departmental operations with a strong understanding of needs and a commitment to success.
- Provided exceptional clerical support with a focus on accuracy and attention to detail.
- Fostered a positive work environment through effective communication, collaboration, and a dedication to continuous improvement..

EDUCATION

Master of Social Work- 2023.

Amrita Vishwa Vidyapeetham [Deemed to be University],
Coimbatore

B.SC Geography - 2020

University of Calicut, Kerala

Yuvakshetra Institute of Management Studies - Palakkad, Kerala

Higher Secondary School - 2017

Kendriya Vidyalaya, Govt. of India

Central Board of Secondary Education.

ACHIEVEMENTS

- Winner in South Indian Karate Tournament in Team Kata.
- Runner up in South Asian Open Karate Tournament in Individual Kumite.
- 2nd Runner up in South Asian Open Karate Tournament in Team Kata.
- 2nd Runner-up in World Karate Open Tournament in Individual Kumite.
- President of Amrita Social Work Association of Alumni and Students
- Organised various events.

WORKSHOPS ATTENDED

- International Conference On Mental Health- Children And Adolescent, 2023
- Comprehensive Training For Social Work Trainees On Planning Intervention Strategies To Combat Violence Against Children, 2023
- ICSSR Sponsored National Seminar on Inclusive Growth for Self-Reliant India (Atmanirbhar Bharat), 2022
- Comprehensive Training On Integrating Psychosocial Care With Child Protection For Social Work Trainees, 2022
- National Seminar On Application Of Geographic Information System And Statistics For Natural Resource 2019

DECLARATION

I hereby declare that all the above mentioned information are true to the best of my knowledge and belief.