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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***JAISEMON ANTONY***  **Email : jaiscooley@gmail.com**  **Mob : 91+9746558099**  **Mob : 91+9744464478**  **C:\Users\User\Downloads\9976-13-02-2019.jpg** Permanent Address: Kanjirakkattu (H)  Kattappana P O.  Vettikuzhakavala.  Idukki-685508. Personal Profile Age & Sex: 35,Male  Date of Birth: 11th Feb 1986  Nationality: Indian  Mother Tongue: Malayalam  Marital Status: Married  Religion : Christian, RCSC.  Passport No: K0069980  License : Two and Four Wheels  LinkedIn Link Profile  www.linkedin.com/in/jaisemon-antony | **Career Objective:**  Quest to work in a professional atmosphere, which will help me to impart knowledge in the world of information by virtue of my sincerity and dedication.  **Strengths:**   * Positive attitude, flexibility to work in a Friendly Environment. * Dedicated and focused with proven strengths in Project management, staff development and advocacy. * Capacity to multitask works. * Outstanding interpersonal and communication skills.   **Computer Skills:**   * M.S Office, Internet.   **Languages Known:**   |  |  |  |  | | --- | --- | --- | --- | | ***Languages*** | ***Read*** | ***Write*** | ***Speak*** | | Malayalam | Expert | Expert | Expert | | English | Expert | Expert | Expert | | Hindi | Beginner | Beginner | Beginner | | Tamil | Beginner | Beginner | Beginner |   **AWARDS AND RECOGNITION**  Appreciation certificate by District Administration of Pathanamthitta for Covid volunteer work in Pathanamthitta  Elected as Kerala Association of Professional Social workers Association Idukki Chapter Secretary2020-2022  Awarded best Coordinator for Disaster relief work in 2018 at Kanjikuzhy Grama Panchayat, Idukki at time of Flood 2018.  Appreciations form American Mission Board for implementation of project in India. |

**EDUCATION PROFILE**

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| --- | --- | --- | --- | --- |
| **Name of the Degree** | **Specialization** | **University / Board** | **Mode of Study Regular /Online / Place** | **Year of passing out** |
| Certified Course in Child Right | Child Rights, Policies, Laws and legislation | Kerala Association of Professional Social Workers (KAPS) Kerala | Kottayam (Online) | 2020 |
| MSc | Applied Psychology | Bharathiar University (Distance Education) | Coimbatore,TN (Online) | 2012 |
| M S W | Medical & Psychiatry | Karpagam University | Coimbatore, TN **(Regular)** | 2011 |
| B A | Sociology | Mahatma Gandhi University. | Thevara,Eranakulam (Regular) | 2009 |
| Higher Secondary | Humanities | Kerala State Board | Kattappan, Idukki(Regular) | 2007 |
| SSLC | General | Kerala State Board | Kattappana, Idukki (Regular) | 2005 |

**Professional Summery**

Master in professional Social Work specialized in Project Management, Implementation and interested in the Execution of projects and Coordination of programs. A versatile coordinator is known for successfully executing diverse project tasks to accomplish pending deadlines. Enthusiastic Problem solver and talented performer with superior communication, planning, data reporting, and decision-making skills. I am eager to contribute to team success through hard work, attention to detail, and excellent organizational skills.

I will always have a clear understanding of given work. Motivational to learn, grow and excel in any given field that I take up.

I have more than 11 years of experience in the Social work field especially Project management, program Coordination, project implementation, monitoring and evaluation, Report preparation, conducting different programs, organizing seminars, workshops, Budget meetings, Counseling, etc

my skills are communication, Coordination, Critical thinking, Problem Solving, teamwork,  Leadership, Target oriented and good team player, Microsoft word, office, excel, PPT, etc.

**PROFESSIONAL DETAILS**

**Employer : CARD –LIGHT TO LIFE**

**Department : Marthomma Mission Board America.**

**Designation : Program Coordinator (Presently Working)( 2year 6months)**

**Responsibilities:**

* **Main partners are American Mission Board and Canadian mission Board**
* I am dealing with 10 Projects in 8 states in India. The Monitoring & Evaluations Project activities,
* Visiting Projects over 8 states in India with 10 Projects and report Preparation.
* Communication with all projects and American Mission Board in every month and weekly.
* Contacting funding agency, Presentation of activities. Preparing Guidelines.
* Budgeting and evaluation of projects components, Documentation, analysis of Project activities, Training for staff, Field Visit in Remote Places.
* Meeting with different Govt. departments, budget preparation.
* Planning activities and organizing welfare activities for Children.
* Giving guidelines for Project Directors, Coordinators and Projects.
* Liaison with Govt. Departments and Other NGOs. Etc
* FCRI account opening and linking utilization accounts.. helping the auditors and finance dept.

**Employer : HELP AGE INDIA**

**Department : Mobile Health Unite, Kanjikuzhy, Idukki.**

**Designation : Coordinator (2018 -2019)**

**Responsibilities:**

* Ensure day to day Administration in Office
* Supervision of Field Staffs and Monitor activities of Mobile Heath Unite.
* Documentation, awareness Classes for Heath Issues , Management of office staffs, Community awareness Programmes, Counseling for Old age people .Medical Camp organizing, Planning, implementation etc, Over all functions of Project, Implementation of Project activities .
* Liaison with Govt. Departments and other NGOs **.**

**Employer : NHM KERALA (National Health Mission)**

**Department : Mental Health Program, Idukki.**

**Designation : Project Officer (2016-2018) (Two Years)**

**Responsibilities:**

* Community mental health Program **,**
* Ensure day to day Administration in Office
* Supervision of Field Staffs and Monitor activities.
* Documentation, awareness Classes for Mental Health, Management of office staffs, Community events, Counseling for Patients, Children. Planning, implementation etc, Implementation of Project activities,
* liaison with GOVT. Department and linking with other panchayat

**Employer** **:** **ANAKARA VIKASANA SANGAM (AVS) , KUMILY.**

**Department :** SUREKSHA Project. (Kerala State AIDS Control Society, GOVT. of Kerala)

**Designation : PROJECT MANAGER. (2 years)**

**Responsibilities:**

* Ensure day to day Administration in Office
* Supervision of Field Staffs and Monitor activities.
* Documentation, awareness Classes for HIV/AIDS, T B and other health issues, Community events, Counseling.
* Planning, implementation and over all functions of Projects, filed Work
* Liaison with Govt. Departments and other NGOs

**Employer :** **Prathyasha Bhavan** (Rehabilitation Center) Ranni , Pathanamthitta.

**Department :** Psychiatric Rehabilitation.

**Designation :**  Psychiatric Social Worker cum Psychiatric Counselor.

**Responsibilities:**

* To conduct Counseling for Clients, family, Students etc.
* Coordination with Doctors, Patients.
* Conduct Awareness Programs in Schools and Colleges

**Employer :** **Phoenix Hospital** (Gandhibhavan Health Division)Pathanapuram.

**Department :** Psychiatry and De Addiction.

**Designation :** De addiction Counselor cum Psychiatric Counselor.

[Since 11th June 2012 to 10th Jan 2013 ].

**Responsibilities:**

* To conduct Counseling for Clients, family, Students etc.
* Coordination with Doctors, Patients and other departments.
* Conduct Awareness Programs in Schools and Colleges.
* School Children awareness programs like drug abuse , mobile addiction etc .

**Employer :** **Navadaharsanagram De addiction Center**, Kattappana, Pulianmala.

**Department :** De Addiction.

**Designation :** Psychiatric Counselor cum Social Worker.

[Since 1st June 2011 till 9th June 20112].One Year.

**Responsibilities:**

* To **C**onduct Classes for De addiction
* Counseling family members, students, patient intake.
* Coordination with Doctors and Staff.
* Public Relations , Govt. Department , NGOs etc
* Presentation of Cases daily
* Communication with family members and relatives about the progress of Treatments

**Reference;**

Mr. Biju Mathew Dr.Joby Babu

Director Marian College kuttikanam

Help Age India, Kochi Mobs: 8547961211

Mob: 9447209678 : 8848696144

**DECLARATION**

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

Place: kattappana

Yours Faithfully,

Date; ………………………… ***Jaisemon Antony***