



PERSONAL PROFILE

EMAIL:

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PRESENT ADDRESS

FLAT -204,BUILDING No. -105
SHABIA 10, NEAR AL MADHEENA
MUSSAFA, ABU DHABI,UAE

PERSONAL DATA

Gender : FEMALE
Date of Birth : 06TH JUNE
1991
Place of Birth : KALLIKANDY,
INDIA
Marital Status : MARRIED
Nationality : INDIAN
Visa type : Visit Visa

LANGUAGES KNOWN

- ◇ ENGLISH
- ◇ MALAYALAM
- ◇ TAMIL
- ◇ KANNADA
- ◇ HINDI

HOBBIES

- ◇ Travelling
- ◇ Gardening
- ◇ Reading

STRENGTHS

- ◇ Able to adapt

RINCY C.K.

OBJECTIVE:

To be able to utilize the knowledge already gained, in a responsible and proper manner resulting in a value add to the organization and reach the apex of my career in the process.

AREA OF INTEREST

- Family, Adolescent and Individual Counseling
- Teaching, Guiding and Mentoring
- Coordination and Organization
- Administration and Public relations

PROFESSIONAL EXPERIENCE:

1. ORGANIZATION: **NATIONAL HEALTH MISSION**
POSITION : **PUBLIC RELTION OFFICER CUM LO**
DURATION : NOV 2015 TO MARCH 2018

DUTIES AND RESPONSIBILITIES

- Execute all activities in the hospital including NHM Programs and other ventures.
- Assist the Medical officer in day-to-day functions of the hospital
- Assist the Medical Officer in the institution in preparation of Health Action Plans and implementation of NRHM and other programs.
- Assist the medical officer in House Keeping Activities and Sanitation in the institution.
- JSY Scheme: Institutions conducting delivery have to keep record in the prescribed delivery register.
- To maintain the records of service delivery in the health day in the prescribed formats.
- Assist M.O in conducting dissemination workshop for all Guidelines in respect of all Programs among all functionaries in the institution.
- Finance: Keep track of funds received for NRHM from District for various activities. Follow up with all implementing agencies of the institution. Prepare monthly SOE and Utilization certificate and forward it to the District Program Manager (NRHM). Guide the institution in better financial management.
- Convergence activity: Have to liaise and coordinate Social Welfare Dept. and all other State holders.
- Have to organize workshop/meeting with above-mentioned stakeholders in order to get full cooperation from them regarding implementation of NRHM / other programs.
- Documentation: Document events, best practices, initiatives etc. at institution level
- Preparation of Plan and design various programs of State/District Health and Family Welfare Society
- Liaise closely with all line departments on planning and implementation of NHM activities.

- ◇ Sincere honest and confident
- ◇ Systematic and hardworking
- ◇ Skills in analysing , planning , coordinating
- ◇ Good interpersonal skills decision making , problem solving , people management, analytical .

2. ORGANIZATION:WELL FAITH FOUNDATION
POSITION :COUNSELLOR CUM COORDINATOR
DURATION :JUNE 2018 – MARCH 2021

DUTIES AND RESPONSIBILITIES

- Counseling
- Conducting and organizing awareness classes on parenting, premarital counseling, personality development, sex education and other social issues.
- Conducting medical camps at rural and isolated areas.
- Planning, designing and developing new concepts for various events
- Documentation of all events and counseling case works.

EDUCATIONAL QUALIFICATION:

Degree	Specialization	Year	Board/University	Institute
PGDCP	Counseling Psychology	2017- 2018	Kannur university	Hrudayaram community college, Talap
Post-Graduation	Social work(Medical and Psychiatry)	2013-2015	Central University of Kerala	Central University of Kerala
Graduation	Bsc, Zoology	2012	Kannur University	Govt.Brennen College
Plus Two	Science	2009	Public Education Department , Kerala	P.R.M.K.H.S.S. Kollavallor
S.S.L.C	Given subjects	2007	Public Education Department , Kerala	P.R.M.K.H.S.S. Kollavallor

ADDITIONAL PROFESSIONAL EXPERINCE

- Interned at Lokmany Tilak Municipal General Hospital and Lokmanya Tilak Municipal Medical College, Sion Mumbai
 - Interned at Louise Mount Mental Hospital, Wayanad
 - Fieldwork at KS Hegde Medical Academy, Mangalore
 - Fieldwork at open community near to the university
 - Interned at Vettam Rehabilitation centre ,Malapuram.
 - Interned at Max Minds rehabilitation centre, Payyanur.
 - Participated in Ockhi hurricane affected area(poonthura) for counseling services.
 - Participated in flood affected area in kerala (Ernakulam) as part of disaster management.
 - Served as premarital faculty for minority welfare, Govt. of Kerala.

DECLARATION:

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

Place: ABU DHABI
Date: 09/08/2021

RINCY. C.K.