

## Ms. PREETI VERMA



### Career Objective:

To build a career in a growing organization where I can get the opportunities to prove my abilities, fulfilling the organizational goal by undertaking challenging tasks and work hard to enhance the reputation of the organization I work for through continuous learning and commitment.

### Work Experience:

➤ **Alankar Mahila PG Mahavidyalaya, Jaipur**  
**(February 2021 – Present)**

- Working as an Assistant Professor of Psychology & Counselor
- Handling undergraduate and postgraduate course classes
- Delivering philosophy lectures to undergraduate students
- Advising students on academic program completion
- Delivering student's skills improvement lectures from time to time
- Organizing effective and beneficial seminars for students
- Providing instructional assistance and monitored student progress.
- Contributing to the efficient management and administration of the department and the college.

➤ **Shree Nirmal Vivek Special School and Rehabilitation Center, Jaipur**  
**(January 2019 – January 2021)**

- Worked as a Psychologist and Coordinator.
- Provided counselling and guidance to adults and children with physical, mental and emotional disabilities to help them understand themselves.
- Developed individualized plans and objectives using the needs assessment and supplemental information to address disability, barriers and related factors.
- Coordinated community resources that match the needs of the clients to aid in moving them toward a greater level of independence.
- Collaborated with other professional disciplines such as special educators, physiotherapist, speech therapist, etc to secure supplementary information about clients.
- Interpreted information to assist in developing appropriate work goals.
- Advocated for the improvement of conditions that impede the successful rehabilitation of clients with disabilities.

- Provided counselling to the parents/guardians to assist their effective adjustment with their disabled children and adults
- **Psychology Coaching Classes, Jaipur (January 2016 - December 2018)**
  - Worked as Psychology Tutor
  - Imparted lectures to psychology students
- **Gautam Hospital and Research Centre, Jaipur (September 2013 – May 2015)**
  - Worked as Clinical Psychologist
  - Counselling sessions and follow ups of IPD patients.
  - Assessed OPD patient's emotional, behavioural and psychological problems using various psychological tests along with computerized evaluation report.
  - Provided individual, family, group and marital counselling sessions.
  - Worked as a part of multidisciplinary team with psychiatrists at hospital.
  - Provided training to interns in clinical interview skills, psychological evaluation, psychiatric history taking, mental status examination and application of psychological tests.
- **Gautam Hospital and Research Centre (2011)**
  - Worked as trainee
  - Observed patients under the supervision of psychiatrists and psychologists at hospital.
  - Psychological evaluation and report making of IPD and OPD patients.
  - Gave two presentations during the training period.
- **Tutoring Psychology to U.G & P.G Students – Self Employed**

## **Skills:**

- Good communication and comprehensive skills
- Knowledge of conducting lectures and group discussions
- Computer literate and ability to organize and conduct seminars for students
- Good knowledge of the subject and the ability to convey it to the students
- Hands-on experience at the graduation and post-graduation level education facility
- Remarkable ability to teach, inspire and develop young people

## Academic Qualifications:

Qualification	Year	School/College	University/Board	Percentage
PH.D	2020	-	Bhagwant University, Ajmer	PURSUING
UGC-NET	2017	-	-	QUALIFIED
M.A. (Psychology)	2011	Rajasthan University	Rajasthan University	63.60%
B.A.	2009	Maharani College	Rajasthan University	68.22%
12 <sup>th</sup>	2006	Sand Dunes Academy	Rajasthan Board	71.54%
10 <sup>th</sup>	2004	Sand Dunes Academy	Rajasthan Board	71%

## Organized activities for students:

- Organized and managed a seminar on “World Suicide Prevention Day 2022” at Alankar Mahila PG Mahavidyalaya.
- Organized and managed a symposium on “Toxic Positivity” at Alankar Mahila PG Mahavidyalaya.
- Organized and managed a symposium on “Resilience” at Alankar Mahila PG Mahavidyalaya.
- Organized a poster/slogan exhibition on World Mental Health Day at Alankar Mahila PG Mahavidyalaya.
- Organized a poster/slogan exhibition on World Suicide Prevention Day 2021 at Alankar Mahila PG Mahavidyalaya.
- Stimulated discussion, debate, thinking and writing by featuring short documentary film sessions related to their curriculum at college.
- Organized various field visits for students of psychology related to their curriculum.

## Extra-Curricular:

- Awarded Certificate of participation in **Workshop on Mindfulness** organized by Cognizavest.
- Awarded Certificate of participation in **Training in Color Therapy** organized by Inpsyche.
- Pursuing **Post Graduation Diploma In Counseling And Family Therapy (PGDCFT)**
- Awarded Certificate for participating In **Counseling In Guidance (CIG)** from **IGNOU**
- Awarded Certificate for participating In **Certificate In NGO Management** from **IGNOU**
- Awarded Certificate for participating In **Rajasthan State Certificate In Information Technology (RS-CIT)** Of **Rajasthan Knowledge Corporation Limited**
- Awarded a day long certificate for participating In **End Of Life Counseling** by **Indian Academy Of Applied Psychology and Rajasthan State AIDS Control Society**
- Pursued **Diploma Course in Astrology** from **University Of Rajasthan**

I hereby declare that all information in this resume is true and correct to the best of my knowledge and belief.

PREETI VERMA