

## CURRICULUM VITAE



### PERSONAL INFORMATION

Name :- Rebika Rai

Father Name :- Dal Prasad Rai

Mother Name :- Narmaya Rai

Permanent Address :- village-Subhashpally, Jaigaon , Block- Kalchini,  
Dist- Alipurduar, Pin Code-736182

Date of Birth :- 04.01.1997

Sex :- Female

Place of birth :- Jaigaon, Dist- Alipurduar, West bengal

Citizenship :- Indian

Marital Status :- Single

Interest :- art and crafts, Translations, Interior designing,  
Reading.

Religion :- Christianity

Language Known :- Nepali, Bengali, Hindi, English

Contact Number :- 7318706278 / 8810321277

E-mail :- [rebikarai2017@gmail.com](mailto:rebikarai2017@gmail.com)

## EDUCATION BACKGROUND

Degree	University	Branch / Specialization	Year of Joining	Year Of Completion	CGPA / Percentage
MSW	Maharaja agrasen Himalayan garhwal University.	Master in social work	2021	2023	63. %
M.S.O	University of North Bengal	Master in sociology	2019	2021	63.25%
B.A	University v of North Bengal	Bachelor of Sociology	2016	2019	58.38%
12 <sup>th</sup> standard	Indian school certificate examination, new delhi. St Anthony convent school, jaigaon	Humanities	2015	2016	85%
Matriculation	Central board of secondary education, Delhi.	Combine academic subjects	2014	2015	62%

**COMPUTER PROFICIENCY**

<b>NAME OF THE INSTITUTION</b>	<b>COURSE NAME</b>	<b>COURSE DURATION</b>	<b>YEAR</b>
National Computer Literacy Mission . Under Barrackpore Creative arts and crafts welfare trust	Advance Diploma In Computer Application	12 Months	2020

**SELF SKILL COURSE**

<b>NAME OF THE INSTITUTION</b>	<b>COURSE NAME</b>	<b>YEAR</b>
St john ambulance association Minister of health and welfare (DR S.P AGARWAL	First Aid	2010
Cuttack Humanity Trust & Eastern region board of health services	Course on Counselling	2022

**WORKING EXPERIENCE** :

	<b>Period</b>	<b>Designation</b>

Organisation	From	To	Last Position Held	At The Time of Joining
Help A child - India	May 2022	Continue	Child development coordinator	Child development coordinator

**Training attended:-**

- Parenting skills development training program for both parents and child , at kolkata, conducted by- Help A Child India.
- Training on PMEAL ( planning, Monitoring, evaluation, accountability and learning) at kolkata , conducted by- Help A Child India.
- Salesforce training and A CAM training at kolkata , conducted by- Help A Child
- Training on juvenile justice act conducted by miracle foundation in collaboration with district child protection unit at Purnea Bihar.

**SKILLS HIGHLIGHTS:-**

Children Profiling.

- i. Coordinating Communities.
- ii. Creation and strengthening of CBO's (community based organisation) • Farmers group
  - Women's group
  - Children's group
  - Disaster Management Group
  - Livelihood groups

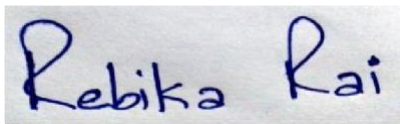
- Village child development committee
- iii. Coordinating children
  - Character/leadership development
  - Sports
  - Compliment Educational Development in Villages
  - Extracurricular Activities.
  - Sponsorship Management ( Child SRD, Child Annual Progress Report, Introduction sheet, Incident report, Thank you letter, Greetings Card/letter, Correspondence Letter)
- iv. Accessing government schemes applicable to the village and creating linkages.
- v. Coordinating Linkages with Panchayats, Aganwadi, Asha, ANM nurses etc for the community mobilation. vi. Lobby and advocacy
- vii. Village profiling / community meetings.
- viii. Maintaining reports on the work done such as program report, Monthly report, Quaterly/Bi-annual/Annual Reports, the data of the respective area etc.

**CAREER OBJECTIVES :-**

To work in an organisation with full of my ability, effort , honesty, punctuality. I want to excel in this field with hardwork, preseverance and dedication.

**DECLARATION**

I here by declare that the above mentioned details are true with the proven records.

A rectangular box containing a handwritten signature in blue ink that reads "Rebika Rai".

Name : REBIKA RAI

