

MEHAK JUNEJA

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Summary

Experienced professional with a strong background in sourcing, collaboration, leadership and recruiting of employees. Skilled in employee relations, and performance management. Dedicated towards creating positive work environment and supporting team success. Committed to promoting progress and nurturing a team oriented environment while drawing in and keeping top notch clients.

Experience

Owner

Current

EXPRESSIONS - BY MEHAK

- Overseeing social media platforms and boosting engagement through innovative content strategies
- Currently leading both group and individual sessions
- Improving work quality via on going leadership and problem solving training
- Conducted workshops at Panjab University, Chandigarh and Thapar University, Patiala
- Arranging promotional events and exhibitions to showcase products and services, generating significant leads.

Behavioural Counsellor

08/2023 to 06/2024

PANJAB UNIVERSITY, CHANDIGARH

- Worked on setting up job opportunities for college students in partnership with different companies and schools by reaching out through provided leads.
- Showed my skills in planning and organizing events effectively.
- Led individual and group sessions and ran the Mental Health Club every Wednesday at the Student Centre Building, offering various activities and games to raise awareness.
- Was invited to Thapar University in Patiala for engaging workshop on Exam Stress and Self-Care in February 2024.

Behavioural & Career Counsellor

UNISON WORLD SCHOOL, DEHRADUN

- Identified children requiring special educators and further behavioural assessments
- Psycho-educated students, parents and teachers regarding mental health
- Assessed students for psychological issues through observation, tests, and interviews.
- Motivated clients to express their feelings openly through support and empathy.
- Utilized rapid decision-making to offer timely responses to client queries.
- Delivered crisis intervention services to individuals in immediate distress, providing urgent support.

Assistant Psychologist & Trainee

Dr. Sheetal Sharma's office, Chandigarh

- Administered psychometric assessments and various self-report inventories
- In charge of responsibilities for client management, including case history assessment and individual counseling sessions.
- Assessed and developed tailored plans to achieve clients' goals.
- Executed and oversaw operations for the Internship program.
- Devised and executed comprehensive workshop aimed at boosting productivity of staff at IND Swift Laboratories LTD., Mohali along with Dr. Sheetal

Human Resource Manager

NORTHSAKE

- Assisted recruitment team in the selection of qualifying candidates for open positions
- Conducted several employee engagement activities for the strengthening of interpersonal skills.
- Completed and monitored all pre-employment testing and assessments for new hires and additional requirements for position changes.
- Championed employee wellness programmes, supporting physical and mental health in the workplace.

Skills

- Adaptability
- Employee Relations
- Leadership
- Empathy
- Recruitment and selection
- MS Office

Education

M.A Psychology (Counselling Specialization) SYMBIOSIS COLLEGE OF ARTS AND COMMERCE	01/2022 PUNE
Graduation - Bachelor of Arts with Psychology Honors GGSD COLLEGE, AFFL. PANJAB UNIVERSITY	01/2020 CHANDIGARH
Diploma in Guidance and Counselling GGSD COLLEGE, AFFL. PANJAB UNIVERSITY	01/2019 CHANDIGARH

Volunteer Work

- Spirit India NGO, Taught underprivileged children
- Rotaract Club, organized various events and workshops in collaboration with SOREM- organised Sports Day for the AUTistic Kids




Internships in HR & Management

- Story Creators, Digital Media Marketing
- WATAN, Organization, Egypt, Worked as an English tutor and observer for Syrian Refugee kids.
- Centre for Child and Adolescent Well Being (CCAW), Delhi, Completed the EMO-AID program with them, completed a short research project, formed ice breaking activities
- Vinosha Portfolio Pvt. Ltd, Noida

Hobbies and Interests

- Bibliophile
- Social Work
- Travelling

Languages

English:	C2	Hindi:	C2
			
Proficient		Proficient	
Punjabi:	C1		
			
Advanced			