

Mamta Ray

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Add. : H. No. B-801, Metro Vihar Phase – 2, Holambi Kalan nearby primary health centre, Delhi - 110082

OBJECTIVE

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I wish to have a focus for a growing organization preferably dealing Social sector.

Current employer : Director Navlok Welfare Society	Past employer Chairperson : Baliga Memorial Trust
Prince Gupta 098188 77199	Mr.Ashok Jha 098999 02588
Current remuneration is 30,000/-	Expected 35,000/- to 40,000/-

QUALIFICATIONS

- *B.S.W from IGNOU.*
- *XII from NIOS Board, Delhi*
- *X from NIOS Board, Delhi*

WORKSHOPS & TRAININGS

- *Training on Photography and documentation.*
- *Training on Universal Birth Registration Training.*
- *Training on Micro Level Planning.*
- *Training on HIV/AIDS.*
- *Training on ECCD at mobile creches.*
- *Training on wash components.*
- *Training on Child Protection.*
- *Training on Child Participation in Governance.*
- *Training on Safe Motherhood and New born Care.*
- *Training on Group concept and dynamics.*
- *Training on IEC at CCRT, Dwarka*
- *Training on pocso act given by Delhi Commission for Women.*
- *Training on child labour rehabilitation given by Delhi Commission for Women.*
- *Training on child marriage act given by Delhi Commission for Women.*
- *Counselling and rehabilitation of victims and survivors given by Delhi Commission for Women.*
- *Training on child trafficking human trafficking rehabilitation given by Delhi Commission for Women.*

PROFESSIONAL EXPERIENCE

1. Navlok Welfare Society

Legal Counselor (2019 to till now)

Roles and Responsibilities:

- Counselling of survivor as per need
- Take follow up report from the survivor
- Making report and follow up reports of the case's.
- Visit survivors to their homes for providing necessary support and guide for the next step in their cases
- Any other work assign by organisation and Delhi Commission for Women like rescue, spot visit ,in different cases (human trafficking etc)
- provides support in police station to the survivorous

2. Organization: Nav Srishti

Field Officer (2010-2015)

Roles and Responsibilities:

- Daily conducting the gali meeting on sponsorship process in the area.
- To select eligible family and fill their forms and take photographs.
- To conducted the monthly activity as per guideline of programme coordinator.
- To do regular follow up of the sponsored child.
- To create the monthly action plan according to the programme activity an according the Plan done the activity on time on related themes.
- Any other work assigned by the organization from time to time.
- I have deeply knowledge of sponsorship as well as filed officer in the field.

3. Baliga Memorial Trust (N.G.O)

N.F.E, and remedial teacher (2004 to 2010)

Roles and Responsibilities:

- Teaches for completing dropout children as coarse for enrollment of age appropriate class.
- Counselling of parents to promote children's education.
- Inform and aware about R.T.E ACT 2009.
- Aware about govt. benefits and child protection policy.
- Conduct parents teacher meetings on monthly basis.
- Prepare documents for easements of children.
- Month experience of Microfinance Company (s.k.s) as field assistant.
- Verify documents
- Make strategy for safe loan distribution.

STRENGTH

- Skilled in coordinating with and directing many personnel
- Good in team building activites for the project

- Has excellent interactive and public relations skills
- Knowledgeable in computer applications, such as MS Office.
- Good in problem solving

PERSONAL DETAILS

- Date of Birth - 19/08/1987
- Husband's Name - Heera Lal
- Gender - Female
- Nationality - Indian
- Marital Status - Married
- Languages Known - English, Hindi, Maithili
- Hobbies - Interest-painting, art and craft, social work, and listening old song

NOTE :

As I am a person with disability I have many challenges in my life during my education I face lots of barrier and hurdles during this period I feel very lonely and marginalized after the intervention of non-government organizations like you I improved my skills and get my education and my strength now I want to help those people who is suffering from any kind of conflict in their lives my experience is full of practical knowledge that can improve their life and living standard they can improve their lifestyle and live there lives based on fundamental rights which is provided by our constitution. Also I believe that appropriate approach which is need based with the right based can give them a sustainable development.

Place:

Date: