

Ms NAMRITA SINGH

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Career Summary:

- Committed professional having +3 years of experience in the field of **child development**, has a big picture focus and a commitment to make a positive difference in the lives of children with the belief that every child matters and every child can achieve her/his highest potential.
- Have demonstrated success in project management skills and taking initiatives to further enhance the organization's goals with the ability to manage multiple responsibilities in a fast-paced environment.
- Core competencies include: need assessment, planning interventions, capacity building, project management, counselling, training, behaviour modification, program design, life skills education, content development and creative writing.

Professional Experience:

1. Programme Officer

28 Feb 2018 - Present

At Centre for Early Childhood Development and Research,
Jamia Millia Islamia, New Delhi

- Develop comprehensive thematic outreach programmes for implementation.
- Develop and manage the programme components including field staff, network partners etc.
- Implement programmes as per the requirements and schedule of activities.
- Prepare regular reports and present to management.
- Manage programme budget and prepare financial statements.
- Undertake all duties assigned by the Jamia including admissions, examinations, invigilation duties and any other administrative / organizational duty so assigned

2. Trainer (Consultant)

12 Feb 2018 – 31 Mar 2018

At United Way, New Delhi

- Designed and conducted care giver engagement workshops on nutrition, health, hygiene and importance of ECD with parents of children in nursery and class 1 at SDMC Primary School, Sangam Vihar, New Delhi.
- Conducted growth monitoring and health check-ups for the students of Nursery and Class 1 at SDMC Primary school, Sangam Vihar, New Delhi.
- Compiled detailed reports of activities done supported with appropriate data, suggestions and further plan of action.

3. Researcher (Consultant)

7 Dec 2017 – 16 Dec 2017

At Sesame Workshops Initiatives India Pvt. Ltd., New Delhi

- Participated in a training on conducting **formative research** with young children (age group: 3 to 6 years) and supported the data collection for '**Galli Galli Sim Sim TV Program**' formative study as a researcher. This included observations and interviews of young children in a school setting.

4. Academic Trainer (Consultant)

5 Oct 2017 – 30 Nov 2017

At Vikalp India Pvt. Ltd., New Delhi

- Designed **experiential learning** workshops for parents and teachers.
- Redesigned the maths curriculum books of grades nursery to 5th by adding child development perspective, life skills and real life connect in each topic.
- Developed **assessment papers** for grades nursery to 5th.

5. Master Trainer (Consultant)

21 Aug 2017 - 25 Aug 2017

At Centre for Early Childhood Development and Research,
Jamia Millia Islamia, New Delhi

- The 5-day training, in collaboration with **Pratham NGO**, involved **training** the Integrated Child Development Scheme (ICDS) Supervisors and Child Development Project Officers (CDPOs), **Department of Women and Child Development, Govt. NCT of Delhi** in **Early Childhood Care and Education (ECCE)**.

6. Child Development Specialist and Counsellor

2 Years

At Parwarish Institute of Parenting Pvt. Ltd.

(Aug 2015 – Aug 2017)

- Implemented a one year (1 April 2016 to 31 March 2017) long project in collaboration with **Udyam Trust**, an NGO working towards holistic development of underprivileged children from slums near AIIMS (in South Delhi). The aim of the project was to nurture the innate potential of children using stories as a medium and also to inculcate various **life skills** in them like self-confidence, self-reliance, taking charge, managing emotions, critical thinking, creative thinking, decision making, problem solving etc.
- Worked as a counsellor and educationist from April-Dec 2016 in collaboration with **Jamghat Shelter Home**, an NGO that seeks to rehabilitate street children. The aim of the project was to create context and purpose of studies with children from all grades and to nurture **life skills** in children through individual counselling, group workshops, alignment with foster care givers and various activities.
- Experienced in conducting and planning workshops for **parents and teachers** from different age groups and cultural backgrounds on topics like sexuality education, understanding adolescent world, building connect and understanding children, substance abuse, celebrating failures, bullying and self-esteem.

- Experienced in conducting and planning topic specific workshops with **children** in schools and different organizational set-ups such as anger management, substance abuse, self-esteem, celebrating failures, bullying and sexuality education.
- Designed and conducted workshops in collaboration with Jitin Chawla's Centre for Career Development as part of the **Leadership Camp for adolescents** organized at Billabong High International School, Noida.
- Designed and conducted workshops for 27 **special needs children** (Visually Impaired, Hearing Impaired, Cerebral Palsy, Down Syndrome, ADHD, Autism) of Kendriya Vidyalaya, Sector-4, RK Puram, New Delhi. The topic of the workshop was "unleashing the limitless potential of children".
- Undertook **need assessment** of families of children with Muscular Dystrophy.
- Designed and conducted a **3-week long summer camp** in Tagore International School, Vasant Vihar, New Delhi in May 2017. The program was focussed on unravelling the magical mysteries of **science and maths** with kids and make them fall in love with these subjects by discovering the natural scientists and mathemagicians within them.
- Compiled and edited about 100 articles (on parenting, education, children, learning etc.) written by Parwarish team into a book.
- Designed, wrote and disseminated quarterly **Parwarish newsletter**.
- Designed email campaigns for events and workshops, **wrote articles** on various topics on parenting and education for Parwarish blog, DAV United Magazine and healthy bite website and supported in creating social media content for the company.
- **Supported** and co-created tasks with **new joiners** in line with the company's vision.

7. As part of MA Early Childhood Development curriculum

- Undertook **one-month internship** with the NGO **Mobile Crèches**. The tasks included profiling the activities of the organization to understand its thrust areas and programmes, interacting with children and carrying out developmentally appropriate learning activities, interacting with parents and community to understand their perceptions about ECD and the organization's activities. In addition, also participated in conducting a survey to find out the population of working mothers and children in the community.
- **One-week exposure visit** to **Don Bosco Ashayalayam**. The purpose of the visit was to profile the activities of the organization in the area of child rights.

Academic Research:

- As a part of MA Early Childhood Development curriculum, presented a paper at a seminar at Jamia Millia Islamia, New Delhi, on the topic "**Children of women prisoners living in Tihar Jail, New Delhi**".
- As a part of MA Early Childhood Development curriculum, undertook a dissertation on the topic "**Inclusive education for autistic children: an exploratory study of parents' and teachers' perspective**".
- Presented a paper on "**Girl Education: A Remedy for Structural Violence (Against Women & Children) and Associated Trauma**" in the 3rd International Conference on

Early Childhood Development: Emerging World, Policies and Practice for Early Childhood Development organized by Centre for Early Childhood Development and Research, Jamia Millia Islamia held during 19-20 Nov. 2015.

Educational Qualifications:

Course / Examination	Institution / University	Year of Passing	Performance
Diploma Course in Guidance and Counselling (Distance)	N.C.E.R.T	2018	Pursuing through distance mode
MA Early Childhood Development and Research	Jamia Millia Islamia, New Delhi	2015	CGPA – 8.09 (FIRST DIVISION WITH DISTICTION)
MSc Maths with Computer Science	Jamia Millia Islamia, New Delhi	2011	68% (FIRST DIVISION)
BA (Hons.) Mathematics	Delhi University	2008	58%
CBSE Class 12 (Commerce with Maths)	Air Force Bal Bharati School, New Delhi	2005	66%
CBSE Class 10	Air Force Bal Bharati School, New Delhi	2003	75%

Extracurricular Achievements:

- Participated in a **5-km run** at ‘Run for laadli’ - an initiative of Delhi Police & Ladli Foundation Trust to spread awareness towards Gender Equality & to Stop Crimes against Women, on 17 Dec 2017.
- Participated in a **writer’s workshop** on ‘The Zen of Good Writing’ in May 2017
- Certified Parwarish Coach after successfully completing 2 months certification in “**Nurturing No-Limit Child**” program from Parwarish Institute of Parenting Pvt. Ltd.
- Attended a **3-days Conference on “Education in Delhi: Marginalization, Diversity and Schools”** organized by Ambedkar University, Delhi in March 2015.
- Actively participated in putting up **CECDR stall** for ‘Taleemi Mela’ 2014.

- Participated in a **3-days International Conference on “Transdisciplinary Perspectives to Early Childhood Development”** organized by Jamia Millia Islamia, Delhi in April 2014.
- Certificate from **AIIESEC** (French acronym for *Association internationale des étudiants en sciences économiques et commerciales* - English: International Association of Students in Economic and Commercial Sciences) for **volunteering** in their annual event for the underprivileged children called ‘Udaan’. Participated twice (2011 and 2014) and responsibilities included supervision of workshops and child management.
- Certificate from Delhi Police (Crime Women Cell) in **self-defence training** in May 2003.
- Certificate from the Air Force Wives Welfare Association, Indian Air Force for an **adventure camp** at Mussoorie, which included activities like trekking, rampling and meditation in May 2003.

IT Proficiency:

- Proficient in using Operating Systems: MS – Windows; Packages: MS- Office (Word, Power point, Excel) and other computer skills include efficient internet surfing and ability to undertake scholar searches and systematic reviews.
- Studied C and C++ language as a part of M.Sc. Maths syllabus.

Personal Information:

Mother’s Name	Mrs. Charanjit Chhatwal
Father’s Name	Group Capt R S Chhatwal (Retd)
Language Proficiency	Proficient in English and Hindi and also speak Punjabi
Address	F-4/7, First Floor, Vasant Vihar, New Delhi – 110057
Marital Status	Single
Total Work Exp.	3 years

References:

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| <p>1. Dr. G.C. Upadhyay
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