

# SANA PARVEEN

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## Career Objective:

To secure a position in an organisation and institute that offers challenges to my skills, opportunities to explore new skills & practice those skills in order to professionally develop my career and at the same time serve the organisation to the best of my capabilities to fulfil the organisational need and objectives.

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## Educational Qualifications:

Examination / Course	Year	Board/ University	Key subjects	Subject of Specialisation	Percentage/SGPA
MA (early childhood development and research)	2015	Jamia Millia Islamia	Communication guidance and counselling, child Rights, health and nutrition of pregnant women lactating mothers and child, programme, planning and management,	Child Development	CGPA – 8.16  (First division with distinction)
Diploma in guidance and counselling	2013	Jamia Millia Islamia (Arjun Singh Center for Distance Mode)	Guidance and counselling, mental health and adjustment, assessment and appraisal in guidance and counselling, psychological basis of guidance and counselling	Guidance and Counselling	73%

B.A (Hons.) Psychology	2012	Jamia Millia Islamia	Psychology, research methods, test construction	Psychology	55%
XII	2009	Jamia Millia Islamia	Sociology, Geography, English, Hindi and fine arts	Humanities	63%
X	2007	Jamia Millia Islamia	English, Hindi, Urdu, Maths, science, social studies and Islamiat.		50%

**Other educational qualification:-**

- Certified Parwarish Coach after successfully completing 2 months certification in “Nurturing No-Limit Child” program from Parwarish Institute of Parenting Pvt. Ltd

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**Working experience: -**

**Research Assistant cum Counselor at Centre for Early Childhood Development & Research (from march 2018 to present).**

**Child Development Specialist & Counsellor**

at Parwarish Institute of Parenting Pvt. Ltd (from August 2015 till present)

- 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 project was aiming to create context and purpose of studies with children from all grades and to nurture life skills in children through individual counselling, group workshops and various activities.
- Designed various programmes for adolescents by conducting research on their needs and successfully implemented the program by taking into account the financial planning as well.

- The experience of dealing with varied cases in individual counselling. For E.g. **OCD, LD, ADHD, Slow learner, Exam pressure, educational counselling, peer pressure, adolescent issues and alignment with foster caregivers.**
- Designed and conducted various workshops with teachers and parents from different ages groups by identifying their need and cultural backgrounds on topics like sexuality education, understanding adolescents worlds, building connect, self-esteem, bullying and substance abuse.
- Exposure of training the organisation team by identifying their organisational need. And conducted various need-based workshops in their organisation.
- Topic-specific workshops with children in schools and different organisational set-ups such as Anger Management, Substance Abuse, Self-esteem & sex education
- Writing articles on various topics on parenting and education and creating social media content.
- Aptitude in a wide range of tasks including need assessment, interventions, counselling, Behaviour modification, program design and content writing.
- Successfully completed and conducted “Leadership Camp” programme for adolescents in collaboration with “Jitin Chawla”.

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### **Field Work Experience as Part of Masters:**

- Work in various balwadis of Tekhand Village under “HUB CENTRE” project of “ Save the children”.
- Five days visit exposure at bal-sahyog about child rights.
- 10 days on working with the teacher of DIPLOMA IN ECCE a certificate course at Bal Sahyog, in orienting the students about the programme.
- Intern at BAL SAHYOG for one month (2014)
- Visit various Anganwadi centres in Tekhand village and J.J Colony near Madanpur khaddar.
- Survey of various community welfare services in Manadpur Khaddar.
- A case study of a low SES child in the age of 0-4.
- Observing practices in families and ECCE settings (preschool and grade I and II) to relate the link between theory and practices.
- Psychological test to assess Child’s personality and social maturity.

- Developed teaching learning materials for Balwadis, Non-Formal Education and pre-primary school children.
  - Study care, health and nutrition practices during pregnancy and childhood period of a newborn.
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### **Academic Research:**

- Conducting a test construction on “paranormal beliefs: opinion and encounter emotions of people in a daily life”
  - Dissertation on the topic of “fathering of special and non-special children: an exploratory study”.
  - Seminar presentation in Center for Early Childhood Development and Research on “**Dyslexia in India**”.
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### **Extra-Curricular Activities:**

- Attended and volunteered in two days International Conference on “COGNITIVE BEHAVIOURAL INTERVENTIONS” in March 2015 jointly organised by ICCBI and AIIMS, New Delhi, India.
  - Attended and volunteered in the one day’s International Conference on “SUSTAINABLE HUMAN DEVELOPMENT” jointly organised by UNESCO and MGIEP.
  - Attended and Volunteered in two-day Workshop on CBT SKILLS FOR DEPRESSION and COUPLES THERAPY in March 2015 Organised by AIIMS.
  - Attended and Volunteered in two-day international conference on “THE TRANS-DISCIPLINARY APPROACH TO EARLY CHILDHOOD CARE AND EDUCATION” jointly organised by Save the Children organisation and Center for Early Childhood Development and Research, Jamia Millia Islamia in April 2014.
  - Participated as a volunteer in the community welfare programme of one day, organised by PRAVAH NGO on 14<sup>th</sup> of March, 2015, New Delhi
  - Participated as a volunteer in the workshop organised by “khudai khidmatgaar” 2015
  - Attended 3 days conference on “EDUCATION IN DELHI: MARGINALIZATION, DIVERSITY AND SCHOOLS” organised by Ambedkar University Delhi, School of Education Studies.
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### **Key Skills:**

- Communication skill
  - Coordination in group work
  - Life Skill Education
  - Can design programmes for adolescents.
  - Counselling parents and children.
  - Managing team.
  - Qualitative Research
  - Basics of Computer(Data handling, video editing, M.S Word, PowerPoint, Excel and the Internet )
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### **Strengths:**

- Flexibility and Adaptability
  - Creative thinking
  - Love to work with children and for children.
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### **Hobbies**

- Reading
- Travelling
- Playing basketball
- Dancing
- Painting
- Helping others

### **Personal Details:**

Name: - Sana Parveen  
Father's Name: Mr Sajjad Husain Ansari  
Mother's Name: - Nikhat Parveen  
Date of Birth: 16<sup>th</sup> February 1992  
Marital Status: Single

**I declare that all the information mentioned above is correct to the best of my knowledge.**

**SANA PARVEEN**

**Date:**