


A **Qualified Development Professional** with 5 years of experience in providing high quality care and support to people who are socially deprived or who are experiencing problems in their lives. Having a consistent track record of working successfully with individuals, families or groups, all within a variety of settings.

Extensive knowledge of social work principles, techniques & practices and their application to complex cases, group work, and community issues. Successful at managing multiple priorities while maintaining positive attitude and keeping clients' needs as primary focus.

KRITTIKA CHAKRABORTY

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Skill Highlights

- Capacity and Team Building
- Stakeholder Management
- Time Management & Punctuality
- Knowledge of social diversity issues
- Community Mobilizing
- Counselling & Guidance
- Report Writing
- Documentation
- Baseline Survey/ Data Collection
- Grant Writing
- MS Office Suite
- Social Media Contents

Achievements

- Published blog about Education via Assistive Technology for Visually Challenged on EKAF website

Training & Certification

- Certified Digital Marketing - Udemy 2020
- Training program on 'Specialized Care for The Children Affected by Drug Abuse' - National Institute of Social Defense, New Delhi 2016
- Orientation Training Program on Career Counseling - Indian Institute of Psychometry, Kolkata 2014

Experience

ECHO India

ECHO Education Projects

February 2022 - Present

Senior Executive: Delhi, New Delhi

- Managing all operational aspects for existing and new partners as assigned.
- Support new partners to plan and launch an ECHO program.
- Plan and coordinate for training sessions as per process and partner need.
- Partner on-boarding on digital platform (project management tool).
- Ensuring program data is being collected, updated and monitored on a regular basis.
- Build understanding of the partners assigned and their programs
- Build and manage relationship with existing and new partners
- Visit partner sites to strengthen relationship
- Working closely with Marcom team on education related marketing collaterals.

EK KADAM AUR FOUNDATION FOR EDUCATION & HEALTH

October 2020 - July 2021

Technology for Visually Challenged Program

Fellow: Kolkata, West Bengal

- Accessing challenges faced by visually challenged person and planning to overcome them.
- Planning roadmap for success of programs.
- Building and maintaining robust relationships with stakeholders (School principal, teachers and students).
- Conducting training programs on Smartphone use, Communication sessions.
- Development and nurturing relationships with student interns and faculty members from MIT & Harvard University of United States and India.
- Manage strong relationships and coordinating work with CSR vendor.
- Develop project proposals and budgets ensuring that requirements were met.
- Creating Quarterly/ Annual report and PowerPoint presentations for board members and clients.
- Schedule and organize meetings/events and maintain agenda.

Education

- Post Graduate Diploma in Corporate Social Responsibility and Sustainable Development IIHMR University, Jaipur 2021-2022
- Master of Social Work (Specialized in Mental Health & Counseling) Jaiprakash Institute of Social Changes, Vidyasagar University, 2015-2017
- Bachelor of Arts, Psychology Hons - University of Calcutta, 2011-2014

Languages

- Bangla - speak, read, write
- English - speak, read, write
- Hindi - speak and read

References

- Mr. Rahul Gautam (Lead, ECHO India) T +91- 928 976 3636
- Ms. Akanksha Sagar (Co-Worker, Ek Kadam Aur Foundation) T +91- 953 572 7719
- Mr. Anindya Basu (Project Coordinator, Street Food Project) T +91- 983 021 6158

RAMAKRISHNA SARADA MISSION MATRI BHAVAN January 2018 - September 2019
SBI CSR Foundation - Awareness, Prevention & Control of Breast, Cervical & Oral Cancer Among Women

Project Manager: Kolkata, West Bengal

- Procuring first-hand information from the field and methodically document it as per project guidelines.
- Coordinating with Project Supervisor to ensure the achievement of the planned outputs of different components of the Project.
- Executing field visits and monitoring activities in the field.
- Team building for executing project.
- Conducting meeting, camps on village level and community level.
- Creating reports on project activities.

Paschim Banga Society for Skill Development

Course Coordinator: Kolkata, West Bengal

- Providing skill development training to girls & women for improving the scope of employment and entrepreneurial opportunities.
- Enrolling students for the selected course.
- Executing and managing course assessment.

SUKALYAN WELFARE SOCIETY

May 2017 - June 2017

YES Bank CSR Project

NGO Relationship Coordinator (Freelancer): Kolkata

- Recording database of NGOs for workshops.
- Mobilizing NGOs to participate in workshops.
- Organizing and managing workshop for NGOs.

GANA UNNAYAN PARSHAD

February 2015 - July 2015

Street Food Project Kolkata

Field Volunteer: Kolkata

- Assisting in field activities in providing training to street food vendors.
- Conducting survey and collecting data on street food vendors.
- Closely following work activities in the field.

INTERNSHIP

- Liberal Association Movement of People (LAMP), Kolkata (30 Days)
- Hope Foundation, Kolkata (30 Days)
- Mukti Rehabilitation Centre (Drug Abuse), Kolkata (30 Days)
- Calcutta Pavlov Mental Hospital, Kolkata (30 Days)

Responsibilities:

- Understanding challenges associated with children, sex workers and drug addicts.
- Documenting case studies and visiting children home for awareness program by arranging camps.
- Profiling of the residential children.
- Acquiring knowledge on how to conduct counseling session.
- Providing Counseling session.
- Understanding the role of psychiatric social worker in IPD and OPD and also after care services.