

NITIKA SINGH

RESEARCH ASSISTANT

CONTACT

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PROFILE

Enthusiastic researcher eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of policies and management and training in administration. Motivated to learn, grow and excel in organization..

EDUCATION

MASTERS OF ARTS

COUNSELING PSYCHOLOGY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY |

2019 - 2021

PRESENT

MASTERS OF ARTS

PUBLIC ADMINISTRATION

DEVI AHILYA VISHWAVIDYALAYA | 2018 - 2020

RESULT: 65%

BACHELOR OF ARTS

PUBLIC ADMINISTRATION, GENERAL

PSYCHOLOGY, INSTRUMENTAL MUSIC

BARKATULLAH UNIVERSITY | 20015 - 2018

RESULT: 78%

EXPERIENCE

ADMINISTRATIVE ASSISTANT

ALL WORLD GAYATRI PARIWAR | JUNE 2015 - SEPT

2020

- Successfully managed day-to-day property operations to achieve optimum performance, profitability, and process satisfaction.
- Participated and managed the implementation of workshops to improve the teamwork in the welfare Department.
- Actively worked for a sustainable environment that utilized the development process.

SKILLS

- MS Office (Word, Excel, Powerpoint), Spreadsheets and Emails
- Project planning and development
- Research and analysis
- Documentation and reporting
- Operations understanding
- Counseling therapies
- Logical and Reasoning Aptitude

AWARD

UNIVERSITY GRANTS COMMISSION -

NATIONAL ELIGIBILITY TEST

ASSISTANT PROFESSORSHIP

PUBLIC ADMINISTRATION

89.99 percentile

CERTIFICATES

- **OCT 2018** - CERTIFICATE IN SOCIAL TEST CONSTRUCTION
- **NOV 2017** - YOUTH PARLIAMENT- PANDIT KUNJILAL DUBEY RASHTRIYA SANSDIYA VIDYAPEETH
- **JAN 2017** - CERTIFICATE IN PERSONALITY DEVELOPMENT
- **MAR 2016** - THE GRAND ORCHESTRA - THE WORLD CULTURAL FESTIVAL - ART OF LIVING
- **MAY 2012** - MP STATE BASKETBALL CHAMPIONSHIP
- **OCT 2009** - SCOUT & GUIDE - DWITIYA SOPAN TESTING CAMP

CAMPUS AMBASSADOR

INTERNATIONAL MODELS UNITED NATIONS | AUG
2020 - SEPT 2020

- Capitalized on networking opportunities to engage fellow students to volunteer for campus initiative events.
- Supported campus events to increase student engagement and promote campus-wide initiatives.
- Promoted campus awareness of activities and engagement opportunities with on-campus table tents, email distribution, and social media promotion.

COUNSELING PSYCHOLOGIST

THRIVE ART AND SOUL | APR 2020 - PRESENT

- Evaluated patients' goals, as well as mental and practical conditions, to develop individualized courses of treatment.
- Interviewed, observed, and surveyed patients in order to gain necessary information for psychological diagnosis.
- Used therapeutic communication techniques such as career counseling and hypnotherapy to build rapport and guide discussion with patients.

JUNIOR PROJECT INTERN

MINISTRY OF WOMEN AND CHILD DEVELOPMENT |
APRIL 2018

- Streamlined women safety policies.
- Diagnosed problems with women and child in health and education.
- Managed project for district program officer.
- Maintained excellent attendance record, consistently arriving to work on time.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

LANGUAGES

ENGLISH- Full Professional Proficiency

HINDI- Full Professional Proficiency

INTERESTS

- VOLUNTEER WORK
- COMMUNITY INVOLVEMENT
- SPORTS LIKE BASKETBALL
- VISUAL ARTS LIKE PHOTOGRAPHY AND FINE ARTS LIKE SKETCHING AND PAINTING
- READING AND WRITING ALONG WITH CALLIGRAPHY
- BLOGGING AND TRAVELLING