**TAPAN KUMAR PANDIT**

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+91- 947-937-0628

***M.A (Counselling Psychology) ~ P.G.Diploma in Psychological Counselling ~***

***MBA (Marketing/HR) ~ B.Com (Gold Medalist)***

**Key Strengths:**

* Strong command over career guidance and student’s counseling
* Good hold on psychological assessment and testing, including MBTI, Holland code, 16PF, Big 5, I.Q, career preference records, etc
* Sound counseling skills, completed 240 hours internship under a renowned Child & Rehab Psychologist for the same.
* Sound conceptual knowledge of various psychotherapies including Cognitive Behavior Therapy (CBT) and Rational Emotive Behavior Therapy (REBT)
* Practicing psychological counseling from last 2 years
* More than 6 years of teaching experience at UG/PG level

**Professional Experience:**

**SAGE University, Indore (Since October 2018)**

Designation: Assistant Professor- Psychology

* Teaching various subjects of Psychology to B.A Honors (Psychology) & M.A Psychology students
* Providing practical exposure to the students related with the field of psychology through laboratory experiments & testing along with project works
* Providing counseling to the students as & when required
* Administrative/departmental work including coordinating with superior authorities of university for smooth functioning of the department in the capacity of “Program Coordinator”

**Guidepost (Center for Career Guidance & Counseling) (Since July 2016-September 2018)**

Designation: Counselor

* Figuring out the cognitive distortions and irrational beliefs in the client
* Making client understand the ‘real problem’ by self observation
* Helping them in positive cognitive structuring and boosting morale
* Helping the client to set realistic goals
* Clearing career related doubts
* Calling/Meeting with parents
* Providing personal counseling to students on Issues like low confidence, poor concentration, low self esteem, poor self image, poor time management, guilt, anxiety, lack of enthusiasm and others

**Indore Institute of Science and Technology, Indore (June 2014 – April 2016)**

Designation: Personality Development Trainer/Student Counselor:

* Assisting students in sharpening soft skills
* Providing continues guidance to the students in improving over-all communication skills
* Preparing students for campus placements by conducting Mock GDs and Interviews
* Assisting students in writing Resumes
* Providing career and personal counseling to students

**Vindhya Institute of Technology and Science, Indore (Sep-2011- May-2014)**

Designation: Soft Skills Trainer / Asst. Professor

* Providing soft skills & recruitment training to B.E. students
* Coordinating various training programs for all branches of engineering
* Providing personal counseling to students
* Taking classes of Business Communication, Ethics and other subjects for MBA

**Infinitus Comm. & Tech (From Nov.2008-Nov 2009)**

Designation: *Director (Prop.)*

**Max Newyork life Insurance Co. Ltd ,Pune (From July 2007- Oct. 2007)**

Designation: - Financial Planning Manager (FPM)

**ICICI Bank Ltd, Pune (From Aug.2006-June 2007)**

Designation: - Senior Relationship Executive (Small and Medium Enterprise Group)

**Academic Qualifications:**

* Master of Arts in Psychology (Specialization: Counseling) from IGNOU (2015-17)
* Post Graduate Diploma in Psychological Counseling, (Distance Education Mode) Barkatullah University, Bhopal (M.P) (2011)
* Master of Business Administration (Marketing & HR) (2006) Shri Vaishnav Institute of Management (Devi Ahilya Vishvavidyalaya) Indore, (M.P.)
* Bachelor of Commerce (2001-2003), Vikram University, Ujjain ( M.P.)
* Higher Secondary (Maths, Science)(1999-2000), Little Flower School, Indore (M.P)
* High School (1997), Kolping Convent High School (M.P. Board),Maksi, (M.P.)

**Project Undertaken:**

* “Effect of internet addiction on psychological well being on adolescents of Indore city”

**Awards And Achievements**

* Completed M.A in Counseling Psychology with distinction
* Gold medal received for attaining highest aggregate marks in B.Com.

**Participation and Certificates**

* Participated in 7-days workshop on “Counseling techniques & Psychotherapies for enhancing quality of life” conducted by Govt. Rani Laxmi Bai PG College, Indore
* REBT (Rational Emotive Behavior Therapy) Level 1: ABC of REBT, two day workshop conducted by ‘Way Ahead’ in collaboration with ‘Institute for Psychological Health-Pune’
* 4 months (240 hours) of regular internship under renowned Child & Rehab psychologist

**Personal information**

Date of Birth :- 28 December 1981

Permanent Address : - 76-A Rani Baag Colony, Khandwa Road, INDORE- 17 (M.P)

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**(Indore)** ***TAPAN K. PANDIT***