**MANINDER KAUR 1040 38St NW, Edmonton, Alberta T6L 2K9 PH: - (780-964-0082)**

**Email: -MNUGHUMAAN75563@gmail.com**

# CAREER OBJECTIVE

In the challenging world, I want to be a part of your organization where my talent and skills shall be imparted for the benefit and welfare of your prestigious organization as well as society. Where I assist clients with their special needs in order to maintain their physical and emotional well-being.

# Position- Community Support Worker for Saturday and Sunday

## PROFESSIONAL PROFILE

* Able to provide direct care and purposeful support in an engaging, fun and safe environment.
* Have supported individuals with special needs/persons with physical limitations and helped them gain independence in their homes and communities
* Provided the tools and encouragement needed to interact in social environments such as volunteering in hospital, karate classes and other sports activities
* Assisted in everyday activities to ensure self-awareness as well as awareness of their surroundings
* Earned respect and trust from individuals with special needs and well as from co-workers.
* Can communicate effectively with integrity, to individuals, families and co-workers.
* I can work in various settings: In-home, Centre-based, Community.
* Build a vision of inclusion, one person at a time.
* Have knowledge of local medical care regulations, proven ability to work in fast-paced, difficult environment

## WORK EXPERIENCE

* School Counsellor- KSB School. May 2016 - October 2017
* Educational Counsellor at IELTS Training Center-Amber International

NOVEMBER 2017- DECEMBER 2019

* Currently working at Jugo Juicefrom January 2020

## EDUCATIONAL SKILLS

**Graduate diploma in Psychological assessment 2020** (Concordia University of Edmonton).

**Bachelors of Arts (English, Psychology, literature) 2013**

**(**Punjabi University Patiala, Punjab, India).​

**MSc Psychology**

**(**Punjabi University Patiala, Punjab, India​ **)**​ **. 2015**

**Case work in Counseling-Post Graduate Diploma 2016**

**(**Punjabi University Patiala, Punjab, India​ **).**​

**International Qualification Assessment.**

1. A four-year Bachelor’s degree with focus in General Arts and Psychology.
2. A one-year master’s degree with focus in Psychology.
3. A University certificate with focus in Counselling Psychology.

**Additional Qualifications /Certificates**

1. Criminal record Check and Vulnerable Sector Certificate of Alberta
2. Intervention Record Check of Alberta

**Languages:** English, Hindi, and Punjabi with fluency.​

**Technical and Software Experience:**

**Software program:** Internet,​ ​ Microsoft Word, Microsoft PowerPoint, Microsoft Excel.​

## SUMMARY OF SKILLS

* Health Care Skills.
* Physically capable of meeting demands.
* Assisted clients in daily personal care, toileting, clothes care, household duties and transportation.
* Acted as companion and assistant in grocery shopping, bill paying, and community engagement.
* Assisted physically limited individuals with transfer to and from bed, in and out of vehicles, through public places, in and out of the bathroom and during other motions.
* Remarkable experience working with people who need medical, physical and mental attention.
* Steep knowledge of community service organizations.
* Wide knowledge of social work principles and practice, social health and welfare programs.
* Familiar with behaviour management strategies and different communication techniques.
* Ability to effectively assess, plan and implement community service.
* Working effectively as a team member.
* Management and leadership skills.
* Communication and interpersonal skills.

## STRENGTH

Smart and kind care provider Highly organized and efficient Hardworking and Punctual.

Disciplined and Responsible.

**REFERENCE**

Available on request.​

## DECLARATION

I, hereby declare that the above mentioned is true to the best of my knowledge and belief.