

CURRICULUMVITAE

Kailashben Pareshbhai Chauhan

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Social Work

Looking for an excellent opportunity in quest of a challenging position in an organization that offers me generous opportunities to explore & utilize my **12+** years of experience with **Health and Awareness** in the field of **Social Work** while accomplishing personal, professional as well as organizational goals.

Personal Profile

- **Good communication skills**—verbal as well as written coupled with exceptional presentation skills.
 - **With excellent reasoning and analytical skills** and an exceptional talent for problem-solving through logical thought processes, is able to work independently with minimal supervision
 - **Result-orientated professional** with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and the ability to take initiative.
 - **Convincing skill**, to convince the client by analyzing and evaluating the problem of a client in the field of social work.
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Scholastic/Academic Details

Course	Board/University	Passing Year	Result
S.S.C.	G.S.E.B.	1997	65.86%
H.S.C	G.S.H.E.B	1999	57.33%
B.A	Sardar Patel University	2018	Pass Class
MSW	HNGU Patan	2021	First Class
MA (Sociology)	Singhania University	2023	Second Class

Professional Experience

1. Organization Name: MAX LIFE INSURANCE

Designation: Agent Advisor

- Role & Responsibilities
- Meeting with clients.
- Offering specialized financial guidance and advice.
- Completing financial needs analyses.
- Creating and explaining customized plans.
- Utilizing knowledge of tax investment strategies.
- Assessing clients' financial portfolios.
- Analyzing clients' risk. -Encouraging clients to invest in the future.

2. Organization Name: Pulkit Vidhalay, Ahmedabad

Designation: Assistant Teacher

Role & Responsibilities

- Help teachers prepare lesson plans
- Track student attendance and class schedules
- Review material taught in class with individual students with learning challenges
- Work with smaller groups of students for remedial teaching or reinforcing the learning process
- Escort and supervise students in field trips and school activities
- Make sure classrooms are safe and tidy before classes start
- Assist teachers with various tasks, like grading assignments and informing parents of their children's progress
- Help students adjust, learn and socialize and report to teachers about possible behavioral issues

3. Organization Name: WordHealthPartner, Ahmedabad

Designation: Hub Agent

Program: PPSA

Project: Joint Effort for Elimination of Tuberculosis (JEET)

Role & Responsibilities:

- Manage the engaged private sector hospitals/clinics during OPD hours
- Validate and collect the duly filled registration forms from all the TB presumptive people visiting the engaged facility
- Follow-up with the registered patients for the further diagnostic tests
- Deal with patients and family diligently, courteously, and professionally while collecting Sputum
- Maintain the records of completed filled Data forms as per the protocols
- Coordinate with SCTA agents for sample collection and test report submission
- Support SCTA agent in segregation of samples to be routed to engaged public laboratories
- Provide test results to the provider/individuals who underwent the diagnostic tests
- Record all the information on diagnostic tests and inform Treatment Coordinators about TB-positive cases
- Coordinate with Treatment Coordinators for any further follow-up for linkage of a patient for treatment
- Coordinate with Field Officers for resolving any operational issues with the engaged private sector facility/provider
- Support in the notification of diagnosed TB patients
- Record data in the project MIS
- Attend review meetings and training as required

4. Organization Name: ALERTINDIA, Ahmedabad

Designation: Treatment Coordinator

Program: PPSA

Project: Joint Effort for Elimination of Tuberculosis (JEET)

Role & Responsibilities:

- Coordinate with Hub Agent for obtaining information on TB-positive patients
- Coordinate with Field staff and private sector providers
- Provide health education and counseling to the patients and family members
- Provide information on social support/security schemes for which patients are eligible
- Coordinate with RNTCP officials responsible for Public Health Action
- Record the data in the project MIS application incorporating required information with respect to all cases diagnosed in the district. Prioritize follow-up with patients based on the adherence pattern
- Ensure the quality of services provided in order to achieve the program objectives
- Ensure that all other data, information, and reports demanded from time to time are collected, compiled, and delivered promptly to donor and organization as per the given deadlines
- Coordinate and collaborate in the districts for effective program reporting

5. Organization Name: ALERTINDIA, Ahmedabad

Designation: LTBI Coordinator

Program: PPSA

Project: Joint Effort for Elimination of Tuberculosis (JEET)

Role & Responsibilities:

- Coordinate with Tele counsellors, programme staff (STS, TB HIV etc.) and PPSA staff to obtain information on notified TB patients
- Conduct home visit within 15 days of treatment initiation and meet the patient and close contacts to counsel them on LTBI, undertake symptom screening and answer their queries on TB and LTBI treatment
- Link symptomatic contacts for X-ray/Microscopic examination at nearest public or private health facility
- Ensure provision of drugs for LTBI to all the close contacts
- Conduct follow-up visits to contacts for tracking adherence and ensuring drug refills
- Provide additional support for contacts who have left the treatment mid-way for resuming the treatment
- Provide necessary support to patients in case of Adverse Drug Reaction (ADR)
- Counsel patients and family members for continuous and complete course of treatment
- Record treatment adherence on a monthly basis and treatment outcome at the end of treatment
- Maintain duly completed patient records and share them with MIS Assistant on a periodic basis
- Provide information on social support/security schemes for which patients are eligible
- Any other task/s assigned by District Lead, State Lead or other seniors

6. Organization name - Vikas centre for development

Designation: Social mobilizer

Role & Responsibilities:

- Conducting social work as per the project's objectives.
Assisting in the smooth implementation of the project run by the institution.
- Collecting and maintaining necessary information from the village level.
- 4. Gathering information about the village situation through village visits.
- Maintaining office records, field systems, and computer systems properly.
- Participating in training programs and applying the knowledge in fieldwork.
- Providing guidance and support to village-level workers and volunteers.
- Preparing reports as required.
- Coordinating with government departments and other development organizations.
- Maintaining records of all project-related expenses properly.
- Establishing coordination with government departments and following government guidelines.
- Collaborating with other organizations working in the village on development or welfare activities.
- Maintaining coordination and communication with the project office.

Expertise areas

- Counselling
- Health and Awareness
- Skilled development programmed
- Health Education
- Sustainable development
- Project planning and management
- Basic computer

Hobbies

Reading, Writing, communicating, Watching Listening to the song, movies, Computer games, internet surfing, chess, pc games, and so on.

Personal Details

Name	: Kailash Paresh Chauhan
Gender	: Female
Date of Birth	: 18/09/1981
Marital Status	: Married
Current address	: 411/2350, Vivekanand Nagar, Gujarat Housing Board, Chandkheda, Ahmadabad -382424 (Gujarat)
Language Knowledge	: Gujarati, Hindi & English.
Nationality	: Indian.
Category	: SC
Religion	: Hindu
