

KEERTHANA GANGADHARAN

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Dubai - UAE

Summary

Compassionate social worker with experience in medical and psychiatric care, counseling, and community development. Skilled in psychosocial support, case management, and promoting mental health through evidence-based interventions. Dedicated to empowering individuals and communities.

Highly motivated with desire to take on new challenges. Has strong work ethic, adaptability and interpersonal skills. Moreover is adept at working effectively and quickly mastering new skills.

Education and Training

MANGALORE UNIVERSITY

Master of Social Work (Medical and Psychiatry) 2021-2023

KANNUR UNIVERSITY

Bachelor of Business Administration 2017 – 2020

Skills

- Crisis Intervention
- Team Building
- Strong Communication
- Active Listening
- Emotional Intelligence
- Reporting & Documentation
- Therapy and Counseling
- Patience
- Time Management

Languages

• English • Hindi • Tamil • Malayalam

Experience

FDA DIVISIONAL COORDINATOR

Kerala Forest and Wildlife Department 2024

- Administered division-wide operations, ensuring smooth communication and resource allocation across teams.
- Prepared comprehensive reports on departmental performance, resource utilization, and compliance with environmental standards.
- Coordinated with stakeholders, including government bodies, NGOs, and local communities, to implement sustainable development initiatives.
- Supervised a team of professionals to achieve organizational objectives within set deadlines and budgets.
- Monitored and resolved conflicts related to operational challenges, land management, and stakeholder engagement.

ADMIN

Soumya Driving Institute 2023

- Handled daily administrative operations, including scheduling classes, managing attendance, and maintaining student records.
- Acted as the primary point of contact for students and instructors, addressing queries and resolving issues promptly.
- Processed registrations, prepared documents for licensing requirements, and ensured compliance with regional regulations.
- Optimized office workflows, reducing process delays and enhancing operational efficiency.
- Monitored inventory and procurement of office supplies, ensuring uninterrupted operations.

Sales Representative

CJ Buildwares, Kerala, India 2021

- Assisted customers in selecting construction materials and hardware products based on their needs.
- Achieved and exceeded monthly sales targets through effective communication
- Built strong relationships with clients, leading to repeat business and referrals.
- Managed inventory, ensuring product availability and timely restocking.
- Handled customer inquiries and resolved complaints to ensure customer satisfaction.

- **Internship And Professional Experience**

- Parisutha Narkarunai Illam, Charitable Trust, Chennai, Tamil Nadu
- Father Muller Medical College, Hospital Mangalore, Karnataka
- Dharmajyothi Social Centre, Vamanjoor, Mangalore, Karnataka
- Government District Hospital kanhangad Kasaragod, Kerala

- **References**

1. Dr. Prakash Amin Principal, Dr. MV. Shetty IPSM Email: dr.prakashamin14@gmail.com
Phone: +91 8105241732
2. Divisional Forest Office DFO E-mail: dfo-kgd.for@kerala.gov.in Phone: 04994 256119