

RESUME

RAJNI SONAR

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CAREER OBJECTIVE

- Looking for a challenging position as a Project Co-ordinator in your esteem organisation.

EXPERIENCE SUMMARY

- As trainee done Campaign on Organic products through sustainable eco-friendly approach.
- 1 year of work experience in **Invoicing & Placing Purchase Order** in Dreamworld India. (1/10/12 - 1/10/13)
- 1 year of work experience in Young Women Christian Association as a **Program Secretary** (1/9/2015-31/12/2016).

SKILL AREA

- Exceptional skills in cultivating productive relationships.
- Good skills working in Ms.Excel & Ms.Word
- Good skills in accurate documentation
- Outstanding oral and written communication abilities
- Possess short-term counselling.
- Ability to perform the role within an organization in an efficient manner
- Ability to solve problems in a quick and effective manner
- Highly skilled in using major computer applications and tools
- Good organizational skills with abilities to handle multiple task
- Extensive medical social work experience

EDUCATIONAL DETAILS

Particulars	Name of the Institute	Year
M.S.W(Medical)	St.JosephCollege,Bangalore (Autonomous University).	2015
B.A	Sri Bhagwan Mahaveer Jain college, Bangalore (Bangalore University).	2012
12 th	Ascent Academy,Guwahati (Assam Board).	2008

10 th	Don Bosco School, (Assam Board)	2006
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Internship	
Project Name	: Project on Socio-Economic Upliftment of Rural Communities in KarbiAnglong District of Assam implemented by the Organization
Organization	: JirsongAsong
Description	: Besides learning about the organization's functioning ,its structures and systems including MIS, i visited the project areas along with the project personnel to learn about the impact of the project on the community.I was actively involved in the areas of women's development and assisted in the training programmes organized for Self Help Group and PatharParisalana amities (Farmer's Group) members on Organic cultivation practices.I also attended a workshop on Disability Management which was held at JirsongAsong on 14 th May 2015. Campaign on Organic products through sustainable eco-friendly approach.

Project Name	“A Study on the Present Condition of two tribes affected by the Ethnic clash that took place in KarbiAnglong District of Assam in 2005”
Organization	: St. Joseph's College (Autonomous), Bangalore 560027
Software used	: Ms. Word, Ms.Excel
Description	: This Dissertation is mainly about clash between the two tribes and this is a huge clash faced by the largest district in Assam.So this dissertation is to understand the Social, Psychological, Cultural conditions, their sustainable livelihoods and the problems associated with it and to find out solutions to resolve the long-drawn problems.

Place: Bangalore
Date: 17/08/2017

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