

# Rosa Roy

Sharjah, UAE

+97156 270 1281 | [rosarroy1@gmail.com](mailto:rosarroy1@gmail.com) | [linkedin.com/in/rosarroy1](https://www.linkedin.com/in/rosarroy1) | On Residence Visa

## EDUCATION

### **Christ (Deemed to be University) Bangalore, Karnataka, India**

*Masters in Social Work - Clinical and Community Practice*

[Batch: 2023-2025]

- **Project:** Understanding The Social Difficulties Of Young Adults With Cancer: A Qualitative Study

### **University of Calicut Thrissur, Kerala, India**

*Bachelor of Commerce in Finance*

[Batch: 2017-2020]

- **Project:** Influence of E-Commerce Applications on Consumers.
- **Relevant Coursework:** Accounting/ Finance/ Auditing/ Corporate law/ Business Management

## WORK & LEADERSHIP EXPERIENCE

### **Community Social Work Intern**

*Child Welfare Committee (CWC)*

**Thrissur, Kerala, India**

[February 2025 - May 2025]

- Observed and understood the application of Child Protection Laws in real-life situations.
- Participated in field visits to Child Care Institutions (CCIs) and interacted with children.
- Assisted in writing formal request letters on behalf of guardians.
- Maintained accurate labeling and organization of case files.
- Updated and documented information in case files to ensure proper record-keeping.
- Extracted and documented relevant information from the minutes books for the years 2022-2024.
- Assisted in solving the inquiries of guardians regarding child welfare cases.
- Visited the Juvenile Justice Board (JJB) and observed court proceedings and case handling methods.
- Attended and assisted in training sessions, including:
  - A 2-day Training Program for Special Juvenile Police Officers (SJPOs).
  - A 2-day Training Program for Counselors and Caregivers (focusing on ICP, JJ Act 2015, and Legal Framework).
  - Our Responsibility to Children (ORC) Training Program for Anganwadi Teachers and Parents on Positive Parenting.

### **Medical Social Work Intern**

*Aster Medcity*

**Kochi, Kerala, India**

[May 2024 - July 2024]

- Help children and their families understand medical procedures and treatments to reduce fear and stress related to heart conditions and surgeries.
- Address concerns related to anxiety, stress and lifestyle changes post-treatment.
- Work closely with doctors, nurses and other social workers.
- Maintain records of patient interactions and support provided.

- Prepare reports on the outcomes of social work interventions.
- Assist with paperwork related to patient files and financial assistance applications.
- Help manage follow-up appointments and other administrative tasks.

### **Clinical Social Work Intern**

*Dubai Center for Special Needs*

**Dubai, UAE**

[February 2024 - April 2024]

- Assist teachers in classroom activities.
- Provide one-on-one support to students with special needs.
- Facilitate inclusion and participation of students in various activities.
- Observe and document student progress and behaviors.
- Support students in developing independence and life skills.
- Maintain a safe and supportive learning environment.

### **Community Social Work Trainee**

*Cure India*

**Bangalore, Karnataka, India**

[August 2023 - October 2023]

- Attends training sessions, seminars and lectures to learn the concepts of social services work.
- Consults with immediate supervisor on departmental policies, programs, and procedures.
- Receives instruction and performs a variety of field and office activities.
- Reviews case records to identify special needs.
- Prepares a variety of reports and forms.
- Became proficient in visiting homes and meeting with families to ensure the family's experience of services received.

### **Human Resource Administrative**

*Kitch-In Food Hall Ltd, Food and Beverages*

**Dubai Media City, UAE**

[December 2021 - February 2022]

- Work in cooperation with human resources generalists and other HR staff.
- Organize and set up interviews with any shortlisted candidates.
- Help prepare Word, PowerPoint, and Excel documents.
- Provide information by answering questions and requests on calls.
- Carried out administrative duties.
- Address employee queries about benefits (like number of remaining vacation days).
- Preparing and sending offer and rejection letters or emails to candidates.
- Updating internal databases of employee information like contact details and employment forms.

## **VOLUNTEERING**

### **Sanman - A Citizen Volunteer Group for Palliative Care**

*Volunteer*

**Bangalore, Karnataka, India**

[July 2024 - January 2025]

- Providing counseling and emotional support to children and their parents, helping them cope with challenging circumstances.
- Managing and maintaining documentation related to data and financial support records with a high level of accuracy and professionalism.
- Assisting in the planning and execution of various organisational activities aimed at the holistic development and well-being of children.

### **Annual Investment Meeting**

*Volunteer, Investors Hub*

**Dubai, UAE**

[April 2019]

- Organize and schedule appointments and meetings.
- Provide general support to visitors and investors.
- Provide information by answering questions and requests.
- Contribute to team effort by accomplishing results.
- Carried out administrative duties.
- Greet and assist visitors and investors to the hub.

### **All India Inter University Power-Lifting Championship**

*Volunteer, Reception Committee Lead*

**Thrissur, Kerala, India**

[February 2019]

- Implemented clerical duties and administrative processes.
- Welcome guests and participants in a warm and friendly manner, and answer any questions.
- Keep detailed and accurate records of guests and participants.
- Take inventory of welcome kits and restock as needed.

## **SKILLS, ACTIVITIES & INTERESTS**

**Languages:** English, Malayalam, Tamil

**Core Skills:**

- **Technical Skills:** Case Management, Assessment, Report Writing, Documentation, Counseling, Data Analysis
- **Soft Skills:** Active Listening, Empathy, Cultural Sensitivity, Compassion, Communication Skills, Teamwork

**Certifications & Training:** Tally ERP.9

**Activities:** Student Clubs, Volunteer Work

**Interests:** Photography, Listening music, Travel, Art, Nature, Social causes, Volunteering