

PARVATHY NANDA SHIBU

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PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with experience in social work, project coordination, community outreach, data management and administrative support. Skilled in documentation, client assessment, program implementation, and resource optimization. Strong communication and interpersonal skills with the ability to collaborate effectively in team environments.

WORK EXPERIENCE

Young Professional | Eloor Municipal Office | Apr 2025 – Mar 2026

- Collaborated with project managers to develop and implement cost-saving strategies and resource optimization plans.
- Developed and maintained integrated resource plans to maximize utilization and minimize waste.
- Ensured compliance with policies and procedures, improving service delivery and reducing errors.

INTERNSHIPS

Social Work Intern | Eloor Municipal Office | Dec 2025 – Mar 2025

- Assisted in the implementation of the Swachh Survekshan survey by conducting household-level data collection, supporting register preparation, and coordinating documentation activities.
- Participated in field visits and inspections of waste management facilities across multiple municipalities, ensuring compliance with sanitation and waste management standards.
- Prepared and submitted reports to state authorities and organized community awareness and waste management programs to promote sustainable sanitation practices.

Social Work Intern | District Suchitwa Mission | Sep 2024 – Nov 2025

- Implemented volunteer engagement programs encouraging youth participation and community development.
- Developed mentorship and educational support initiatives for at-risk youth, contributing to measurable social impact.
- Assisted in documentation, reporting, and community outreach activities.

Social Work Intern | Nehru Yuva Kendra Sangathan | Jul 2024 – Sep 2024

- Supported community-based programs and youth development initiatives
- Assisted in organizing awareness campaigns and social welfare activities.

EDUCATION

- Master of Social Work | Indira Gandhi National Open University | 2023-2025
- Diploma In Computer Application | Vijay Institute ,Aluva | May 2025-March 2026
- Diploma In Fashion Designing | Vijay Institute ,Aluva | May 2025- Dec 2025
- BA In English literature and communication studies (Double Main) | 2019-2022
- 12th - Computer Science | Kasturba Eng Med Sr Sec School | 2017-2019
- 10th | Kasturba Eng Med Sr Sec School | 2017

KEY SKILLS

Community Outreach | Project Coordination and Management | Resource Planning | Administrative Support | Human Resources | Data Entry & Management | Online Portal Management | Social Media Handling | MS Office (Excel, Word, Power point) | Video Editing | Photography

LANGUAGES

Malayalam - Native

English - Advanced

REFERENCES

References available upon request