

Sia Kapoor

Counsellor

SK

Kochi, India sia.kapoor@example.com Fictional sample

01 Professional profile

Counsellor with an illustrative 11-year career focused on counselling support and respectful, person-centred communication. Core strengths include Active listening, Collaborative goal setting and Session documentation. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Active listening

Collaborative goal setting

Session documentation

Referral coordination

Ethical boundaries

Reflective practice

SELECTED WORK

Counselling intake experience

Service orientation guide and review notes

Reflective learning circle

Reflection prompts and professional learning record

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 – Present

Counsellor

Asterline Care Services · Kochi

Delivered defined workstreams in counselling support and respectful, person-centred communication, coordinating reviewers and delivery partners.

- Redesigned orientation material explaining scope, confidentiality and referral boundaries.
- Facilitated anonymised reflection sessions with supervisor-approved boundaries.

Jul 2018 – Jun 2022

Counsellor

Northmere Care Services · Kochi

Supported progressively more complex work in counselling support and respectful, person-centred communication, with a defined review process.

- Used active listening and referral coordination on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Supervised Practice Appointment

Cedarfield Care Services · Kochi

Built foundations through supported assignments, observation and practical feedback.

- Assisted with collaborative goal setting and ethical boundaries, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Practice & service development

Listen closely. Work collaboratively.

WORK EXAMPLE 01 / ILLUSTRATIVE

Counselling intake experience

Context

Clients received unclear information about the service process.

Contribution

Redesigned orientation material explaining scope, confidentiality and referral boundaries.

Prepared for handover

Service orientation guide and review notes

WORK EXAMPLE 02 / ILLUSTRATIVE

Reflective learning circle

Context

Practitioners needed a structured way to discuss learning without identifying clients.

Contribution

Facilitated anonymised reflection sessions with supervisor-approved boundaries.

Prepared for handover

Reflection prompts and professional learning record

04 Education

2013 – 2015

Master's in Counselling Psychology

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on active listening and collaborative goal setting.

2009 – 2013

Bachelor of Arts in Psychology / Social Sciences

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Active listening - advanced practice workshop

Scenario exercises and peer review in counselling support and respectful, person-centred communication.

2025

Referral coordination - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Practice scope	Registration	Record privacy
Counselling support and respectful, person-centred communication	Not supplied in this fictional sample	No identifiable patient or participant data

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.