

Jude Suthagar SUBRAMANIAM

Operations Professional | Powercoders Participant

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Date of Birth: 27 October 1977 | Civil status: Married | Residence permit B

[GitHub](#) | [Learning Blog](#) | [LinkedIn](#)

Languages: English (C1), German (B2), Sinhala (B2),
Tamil (mother tongue)

IT skills: Elementary: HTML, CSS, Git, GitHub
Beginner: JavaScript, SQL



PROFILE

Organized Operation professional with 14 years of experience in the international environment. Managed cross functional activities to ensure fluid and efficient operation. Collaborative team player with strong management, analytical, problem solving, planning and organizational skills. Looking for an internship in the IT industry to develop my career in programming.

WORK EXPERIENCE

11/2003 – 07/2015 **Operations Officer, UNICEF, Batticaloa, Sri Lanka**

The United Nations (UN) mission to Sri Lanka was due to the civil war and Tsunami. The UN mission had more than 10 agencies working in the field. I managed the office operations of one of the UNICEF field offices.

- Carried out basic data/voice network troubleshooting, daily server backup, installation & configuration of network devices and acted as IT Support staff
- Conducted end-user trainings to staff members on ERP and increased the productivity
- Maintained complete database of the office and the warehouse inventories and ensured zero discrepancies
- Efficiently handled a variety of accounting activities, implemented legally adherent and cost-effective procedures and reduced expenses by 17% per year
- Conducted recruitment and provided coaching and appraised job results to supervisees and improved their career development
- Planned and distributed supplies and ensured the timely delivery to the end user

04/2002 – 04/2003 **Technical Assistant, Ministry of Projects & Maintenance, Sohar, Oman**

The ministry of P&M maintains the Royal Palaces and I assisted the Director General of Project & Maintenance (DGPM)

- Inspected the ongoing constructions and sent progress reports to the Head Office
- Supervised the Technical staff members and prepared daily work reports
- Effectively managed the office petty cash

- 01/2000 – 03/2002 **Computer Operator, Eastern Self-Reliant Community Awakening Organization (ESCO), Batticaloa, Sri Lanka**
ESCO is a local NGO supporting war affected people in many ways. I mainly created and maintained the office filing system electronically.
- Documented project proposals electronically
 - Maintained the records of the credit programs
 - Prepared monthly tally sheets and pay abstracts

EDUCATION

- 09/2020 – 12/2020 **Powercoders – Coding Academy for Refugees**, Zurich, Switzerland
- Foundations in HTML, CSS, JavaScript; specialization tracks upcoming
 - Weekly business & social skills training (team work, communication, etc.)
- 01/2006 – 07/2010 **Master of Business Administration**, Sikkim Manipal University, India
- 01/1998 – 12/1999 **National Certificate in Accounting Technician**, Technical College, Sri Lanka

CERTIFICATION

- 07/2013 – 12/2013 **Dynamic Leadership Certificate - Prime**, Harvard Business Publishing, NY
- 2012 **Excelling as Supervisor – by UNICEF**

VOLUNTEER ACTIVITIES

- 04/2017 – present Volunteer Translator, Swiss Red Cross, Altdorf, Switzerland
Supports the Sri Lankan refugees on translations and accompany them to the Immigration and the hospital appointments.
- 01/2020 – present Member of the Fire Brigade, Altdorf, Switzerland
- 01/2019 – present Member, URI Sports Club, Altdorf, Switzerland
Act as event organizer for sports activities and social gatherings.

HOBBIES

Playing Volleyball & Cricket, Cooking and Travelling

REFERENCES

- Hussam Allaham, Powercoders Industry Lead, hussam.allaham@powercoders.org, +41 77 906 16 27
- Andrea James, Chief National Committee Relations, UNICEF Geneva, ajames@unicef.org, +41 79 610 84 86
- Christina De Bruin, Deputy Director, UNICEF Office for Relations with EU Institutions, cdebruin@unicef.org, +32 493 40 84 08