

CURRICULUM VITAE

Jamuna Sutharsan,

Pidary kovilady, Kokuvil West,

Kokuvil, Jaffna.

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Career Objective

A enthusiastic graduate with a wide range of research, analytical and interpersonal qualities having strong and effective organizational and communication skills is looking for an opportunity as a good team player to use own initiative to achieve company objectives. Excellent in computer skills. Versatile and learns new tasks and technologies quickly.

Areas of Expertise

- A good command in English, and Tamil
- Team leadership
- Staff and team development
- Development Group project
- Field work and documentation
- Good communication and presentation skills.

Academic Qualification

- Honours Degree Bachelor of Arts in Planning, Conducted by Department of Geography, Faculty of Arts, University of Jaffna.

Including Course Modules:

- | | |
|-----------------------------------|---------------------------------------|
| • Spatial Information Systems-GIS | • Traffic and Transportation Planning |
| • Remote Sensing | • Land use planning |
| • Land Surveying and Leveling | • Project Formulation and Appraisal |
| • Quantitative Techniques | • Mapping |
| • Resource Management Planning | • Environmental Planning |
| • Governance in Planning | • Planning Techniques.etc.... |
| • Infrastructure Planning | • Participatory Planning, etc.... |

- GCE (A/L) Examination in 2007 at Vembadi Girls High School, Jaffna.

Tamil- A, Maths - C, Economics- C, General Test- 53

- GCE (O/L) Examination in 2003 at Kaithady Navatkuli South G.T.M.School, Jaffna. 5As, B, 3Cs and S. (Including: Mathematics-A, Tamil-A, English-C)

Employment and Training

- Population Survey-Field Work, July 2013 to January 2014 at Green Tech Consultants for Jaffna - Kilinochchi Water Supply and Sanitation Project.
Including.....
 - Coordination with Filed Coordinator regarding Management of Field Assistants
 - Collection of Questionnaire from the population in Jaffna Peninsula
 - Update the GIS Mapping & SPSS data entry
- Training assistant in Friendly-ASIA and Camps International from 09/01/2014 to now.
 - Community Mobilization
 - Base line survey
 - Participatory village development planning
 - Preparation of training report
 - GIS-Mapping
 - Awareness on climate change
 - Soft skills and Employability
 - Community based Hazard mapping
- Trainee Library volunteers, March 2008 to June 2008 at Northern provincial department of Local government.

Key Skills

Languages

- Native language: Tamil
- Fluent in English & I Can Manage Sinhala

Computing

- Arc Map 10.1 (Geographical Information Systems)
- Microsoft Office Applications (MS Word, MS Excel, MS Access, MS Power Point)
- Knowledge in using SPSS & GPS
- Knowledge in using Internet & Email
- Web Page Designing (HTML, MS Front Page, VB Script, Photoshop, Cool 3D Studio, Micro Media Flash, Java Script)

Leaderships

- Vice President of 'Tamil Literary Society' at school in 2003.
- Senior prefect at school in 2003.
- President of 'English Literary Association' at school in 2003.
- Secretary of 'Student Union Association' at School in 2003.

Other Training and Professional affiliations

- Successfully participated in the workshop on 'Soft skills' which conducted by John Keells Foundation and University of Jaffna.
- Successfully completed in the Foundation course in '**Office Management**' at the Extra – Mural Studies Unit in University of Jaffna.
- I have participated in sports & athletic during my school day and I have been a Successful performer in 200m, and net ball.
- Received prize for excellent performance at school in 2001, 2002, 2003 and 2007.
- Received prize for Speech, Drama and Essay Competition at school level.

Personal Profile

- Full Name : Jamuna Sutharsan
- Date of Birth : 14th of June 1987
- Sex : Female
- Civil Status : Married
- Address : Pidary kovilady, Kokuvil west, kokuvil, Jaffna.
- NIC No : 198766601705

Referees

Mr. Sangarappillai Ravi,
District Assistant Director,
District Disaster Management Coordinate Unit,
District Secretariat Jaffna.
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Mr.Niththiyananthan Keshanth,
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Kaithady Navatkuly South,
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I confirm that the facts mentioned above are true and accurate to the best of my knowledge.

05.02.2018

Yours Truly,
s.jamuna