MATHURA SARANKAN

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EDUCATION

City University of New York, College of Staten Island   Staten Island, NY
Bachelor of Science in Computer Science   Expected graduation May 2022
Current GPA: 4.0
Relevant Coursework: Java Programming, C++, Database Management System, Computer Organization and Architecture, Data structures and algorithms, Python Programming, MySQL

Advanced Technological Education   Jaffna,Sri Lanka
Associated degree in English   Jan 2012-Dec2014
Overall GPA: 3.6
Relevant Coursework: Professional Writing, Advanced Reading Skills, Language Structure, Usage and Linguistics, Practical Phonology, Literature, Business English

Vavuniya Campus of the University of Jaffna   Vavuniya,Sri Lanka
Bachelor of Science in Computer Science   Nov 2008– Dec 2011
Current GPA: 3.5
Relevant Coursework : Java Programming, C++, Database Management System, Data structures, MySQL Differential Equation, Statical Theory, Calculus, Linear Algebra

EXPERIENCE

Divisional secretariat,   Jaffna, Sri Lanka
Pension officer   Jan 2013 – August 2016

- Maintaining pension payroll information by collating, calculating, and entering data
- Updating pension payroll records by entering any changes to pensioner information such as transfer, death pensioner
- Preparing reports that include summaries of earnings, deductions.
- Resolving pension payroll discrepancies and answering any pensioner payroll queries
- Maintaining all pension payroll operations according to department policies and procedures

Vavuniya Campus of the University of Jaffna   Jaffna, Sri Lanka
Tutor   Jan 2012 –Dec 2012

- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics
- Developing and distributing teaching materials to supplement classroom lessons, including study guides
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation

TECHNICAL SKILLS

- **Programming languages:** Python, Java, MySQL, HTML, CSS
- **Systems:** Windows Server 2016, Mac OS X, Android SDK, Linux
- **Tools & Technologies:** Android SDK, Visual Studio, UML, GitHub
- **Databases Management:** SQL Server, MS Access