

CURRICULUM VITAE

1. Name: Mr. SUBRAMANIAM AIYNCARAN
2. Date of birth: 26th November, 1971
3. Residence: #45A, Manickavasagar street, Trincomalee – Sri Lanka
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6. Education & professional Qualification:

Institution (date from – date to)	Degree(s) or Diploma(s) obtained:
Rajarata University Sri Lanka-2008	Postgraduate Diploma in Management
Eastern University-1999	BSc. Accountancy & Financial Management
Institution (date from – date to)	Professional Qualification
USAID/SIYB-November 2011	Training Of Trainers (TOT) Seminar for Tourism (SIYB)
<u>Chartered Management Institute UK</u> September 2010	<u>Certificate of Management Consulting Essentials (CMCE)</u>
WUSC/UNICEF-February 2010	Community Based Youth in Transition Project (CBYITP) TOT Work Shop, Adult Education Concept a Techniques ,Life Skills, Personality Development & Leadership, Group formation & Team Building, Change Facing & Accepting, Entrepreneurships Development, Career Guidance, Gender Development, Conflict & Conflict Resolution, Prevention of addictions to Alcohol & Drugs, Re productive Heath & HIV/ AIDS
Ministry Of Vocational & Technical Training-December 2009	Training Program on Good Governance
FNVC/USAID-August 2007	Non Violent Communication Skills Practitioners
Ministry Of Vocational & Technical Training-June 2007	Capacity Building
ILO-(SIYB) -2006	Training Of Trainers (TOT) Business Development
Institute of BEETA TEC-1999	Microsoft Office, Ms DOS & Windows 98. (Completed Diploma)
<u>Chartered Institute of Management Accountants (CIMA) U.K.-2000</u>	<u>Reading for Intermediate Level Examination</u>

7. Experience as a Facilitator:

- ✓ **Career Guidance & Counselling** from 2005 to up to date
- ✓ **SIYB-Start & Improve Your Business** from 2006 to up to date
- ✓ **Business Development** from 2006 to up to date
- ✓ **Visiting Lecture** (Computerized Accounting- Tally Version 9.0, Sage Line 50 Version 12.0(UK)- **TRINCOMALEE CAMPUS EASTERN UNIVERSITY SRI LANKA** from 2008 to 2011
- ✓ **Visiting Lecture** (Strategic Management, Economics, Computerized Accounting- Peachtree- 2010, Sage Line 50 Version 12.0(UK)- **ADVANCED TECHNOLOGICAL INSTITUTE – TRINCOMALEE (ATI)** from 2006 to up to date

8. Key qualifications (relevant to the assignment):

- **Over 13 years of experience in Institutional and Personal Capacity Building and Development, Training and Development, Enterprise Development, Value Chain Development, Livelihood Development, Participatory Community Based Socio-Economic Development, Program Development and Management, Design Monitoring and Evaluation, and Advocacy.**
- **Designing and undertaking Consultancy based Organisational and business development Assignment and Project Evaluation**
- **Designing and development of training materials, learning documents**
- **Designing and conducting TOTs and various soft skill development trainings**
- **Designing and conducting Competitive Market Research, Analysis and Evaluate**

9. Professional experience in details:

Period	Organisation	Position	Duties
01/07/2005 Up to date	Ministry Of Vocational Technical Training	Skills Development Officer	Create opportunities Vocational training & Employment for school leaves Increase the enrolment of the students for training in the technical college & other training intuitions.
02/01/2009 31/12/2010	Jobs net Trincomalee	Centre Manager	Create opportunities Vocational training & Employment for school leaves Increase the enrolment of the students for training in the technical college & other training intuitions.
01/09/2001 30/11/2004	INSTITUTE OF BEETA TEC	Accountant	Final accounts , Bank dealings, Customer dealings, Bank reconciliations, Handing tax matters, Administration works.
25/07/2000 16/08/2001	ESWARAN BROTHERS EXPORTS (PVT) LTD	Accounts Assistant	Prepare management accounts, General ledger, Maintaining fixed assets, Register, Journal passing, Produce ledger, Preparing debtors outstanding, Prepare import costing, Preparation of monthly , EPF & ETF return, Annual Audit Quarries, Stock declaration to Banks, Preparation of post shipment costing.
01/01/1996 02/03/1999	HAWK CONSTRUCTION (PVT) LTD	Accounts Clerk	Prepare cost statements , Debtors outstanding statements , Stock ledger, Assist in preparing final Accounts.

10. Language skills: indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
TAMIL	1	1	1
ENGLISH	1	2	2
SINHALA	-	2	-

11. Membership of professional bodies:

- Life Member of Global Non Violent Communication (NVC) forum
- Life Member of Sri Lanka red Cross
- Member of SIYB Sri Lanka Association
- Member of Old Boys Association of T/ R.K.M.Sri Koneswara Hindu college.