SRISKANDAVEL THAVAVELL

No 49/80A, 2nd Lane, Temple Road, Kurumamkadu, Vavuniya

Email: tamilthava@gmail.com Mob: +94 76 76 88584

Goal Statement

I'm self-motivated, dedicated and a hard working person with strong Computer (IT) and programming background. I like to work in areas of IT/Programming, Web Designing & Development, Logistic Administration, and Quantitative & Qualitative Research from any part of the country.

Key Skills

- Special knowledge and techniques of Devinfo software, which useful for easy data collection in the field using PDA's.
- Excellent knowledge in Database Management, Computer Programming and Web Development.
- Excellent knowledge in qualitative and quantitative research methods
- Excellent knowledge in Geographic Pointing System (GPS) and Geographic Information System (GIS)
- Excellent presentation skills
- Excellent summarizing and analytical skill
- Enthusiastic, hardworking and experience in decision making.A team player able to work in multi-cultural and multi-lingual environments.
- Interpersonal skills, team worker, critical thinker, public speaker and social worker.
- Good knowledge in XLSTAT to analyse research data collection and report writing.
- Good Knowledge in Local Area Networking (LAN), H/W Troubleshooting, S/W Installation and Updating Operating Systems.
- Excellent language and communication skills.

Education

2010 – 2011   **Bsc.IT (Preston University)**

2004-2006   **NCC (National Certificate for Computing) & UCLES (University of Cambridge Local Examinations Syndicate) – Second Year (International Advanced Diploma in Computer Studies)**

Courses: System Analysis and Design, Software Engineering, Data Modelling and Relational Data Base, Discrete Mathematics, Object Oriented Programming (Java), Interactive Multimedia, Computer Architecture and Data Communications Project: Systems Development.

2003-2004   **NCC (National Certificate for Computing) & UCLES (University of Cambridge Local Examinations Syndicate) – First Year (Diploma in Computer Studies)**

Courses: Computers and information processing, Mathematics for computing, Multimedia, Program Design Project: webpublishing with HTML (Java Script and Applets), Structured Query Language, Developing a website (Flash and Dream weaver), Project 'C' Programming.

2002 – Passed G.C.E (A/L – Combined Mathematics) examination.

1999 – Passed G.C.E (O/L) examination.

Professional Qualification

- Completed Diploma In Computer Hardware Engineering with Networking Course and Awarded A+ Internationally Recognized Certificate at Turnkey Computer Systems.

- Completed Diploma In Airline Ticketing Reservation and Marketing Course Covering the principle and practices for selling International Air Travel in International Airline Ticketing Academy and awarded Certificate on 26th April 2003 by DeepalPerera (Course Director).

- I have completed Sun Certified Java Programming and Database programme in Visual Basic and VB.Net at in EsoftPvt Ltd.

- Completed MCP (Microsoft Certified Professional), MCSE (Microsoft Certified System Engineering) at E-Soft Pvt Ltd, Institute.

- I have completed Database programme in Visual Basic and VB.Net at NIIT.

Workshop and Training Program Participation

- I have participate for the Leadership Training Program at National Youth Service Council at Vavuniya District and awarded the Certificate.

- I have participated for the National working Youth Camp 2005 – Vavuniya and that was funded by FORUT and they awarded the Certificate for the participation.

- I have participated in a workshop on CAPACITY BUILDING OF TELECENTRE OPERATORS IN SRILANKA September 26th and 27th 2005 at SARVODAYA – MORATUWA, Sponsored by Telecentre.org, collaborative initiative of IDRC and Microsoft.

UN Training & Practical Work Experience

- **Consultancy services** with research for **Join UN Research** to Support Development to producing GN based assessment reports and give ideas on programming issues and produced JRA database for UNOCHA.

- **Consultancy servicesforUN HAITI for Earthquake** Rehabilitation to Support Development and Training from using DEVINFO Software to producing assessment reports (site level and consolidated) and give ideas on programming issues and help troubleshooting and improving the process based extensive experience

- **Consultancy services for UNICEF Pakistan** to Support Development and Training from using DEVINFO Software to producing assessment reports (site level and consolidated) and give ideas on programming issues and help troubleshooting and improving the process based extensive experience

- Participated McRAM (Multi-Cluster Rapid Assessment Mechanisms) **Pakistan UNICEF** workshop held in **Bangkok.**

- Completed **Basic Security** in the field United Nation Department of Safety & Security (UNDSS)

- Completed **Advance Security** in the field United Nation Department of Safety & Security (UNDSS)

- Research and data collection training conducted by Applied Research Unit, UNOPS.

- Certificate completion of **Database Admin Application Certification** Quiz on 2010.05.20

- Completed the Integrity Awareness Initiative challenges (Ethic Course)

Work Experience

10.02.2013 to Present :**Director/ Secretary , QWERTY Development (Pvt) Ltd.**

- This a limited liability company which works with Research Programmes, Media and Out Door Advertising, Marketing & Distribution Sales items, Exporting fruits and dry food items, Manufacturing Detergent Items.
- Director of this company to handle all over departments progress and develop the marketing and business strategy to improve the business.
- Dealing with foreign delegates to promote and sale our local products (such as fruits & Dry foods)
- Dealing with Local government officers for marketing our manufacturing products.

01.01.2008 – 31.12.2012: **Senior Researcher/IT Programmer, United Nations Office for Project Services.**

- To assist Project Manager and Technical Coordinator with preparation of assessment/survey tools and data collection surveys; organize, coordinate and supervise data collection. Assist in the implementation of training workshops upon request.

- Coordinate with DevInfo support team to facilitate the implementation of the DevInfo software. Assist with design and creation of DevInfo templates for ARU assessments & create databases to support assessments. Create PDA applications (XML files) for assessments. Use MS Excel & XLSTAT to carry out calculations and statistical analysis on data.

- Communicate information effectively to the Technical and Project Coordinators. Coordinate closely with the field teams. Upon request, conduct field visits and coordinate with data collectors and participate in the data collection process. Carry out data quality checks and assist with the creation of timely output reports and maps

- Consultancy services for UNICEF Pakistan to Support Development and Training from using DEVINFO Software to producing assessment reports (site level and consolidated) and give ideas on programming issues and help troubleshooting and improving the process based extensive experience

- Participated McRAM (Multi-Cluster Rapid Assessment Mechanisms) Pakistan UNICEF workshop held in Bangkok.

18.12.2006 – 31.12.2007: **Researcher/IT Programmer, United Nations Office for Project Services.**

- Developing the website for Emergency Assessment & Maintain the TSST web site.

- Developing the Templates using the Devinfo software and creating the PDA forms to do the survey from the PDA in the field.

- For surveying TSST survey in East Province and South Province, field coordinators sending the data's from the field and after that creating the Raw Data Table and Site Level Reports.

12.01.2006 – 25.08.2006: **Management Assistant / MIS officer, North East Community Restoration and Development Project (NECORD), Kachcheri, Vavuniya.**

- Maintaining the MIS Data Base for NECORD on-going projects.

- Bitumen Evaluation for the Tender procedures. Assisting to produce the Bitumen for the Tender.

- Supervise the works on ongoing site and maintains the reports.

12.02.2005 – 30.12.2005: **Programme Coordinator–Microsoft Project, SarvodayaTelecentre, Vavuniya**

- Managing SarvodayaTelecentre and village information centre.

- Programming and planning the course module for Microsoft Project.

- Participated workshop on CAPACITY BUILDING OF TELECENTRE OPERATORS IN SRILANKA at SARVODAYA – MORATUWA, Sponsored by Telecentre.org, collaborative initiative of IDRC and Microsoft.

Language Skills

- Tamil (Native)
- English and Sinhalese (Fluent- spoken and written)

Non – related referees

Cynthia M. Caron, Ph.D
Assistant Professor
Clark University, Worcester, Massachusetts, USA.
Tel :+1 978-503-2564
E – mail: asb_mannar@yahoo.com / Cynthia.caron@yahoo.com
Past
Project Manager
LKOC, Applied Research Unit
118/5, Nawala Road, Colombo 05, Sri Lanka.
Tel: +94 11 2506096 ext. 211 | Cel: +94 77 3515044 Fax: +94 11 2506097
E – mail: asb_mannar@yahoo.com

Mr. Kandaiah Ganesh (Former Government Agent/ District Secretary ,Jaffna)
Soyzapura Flats
Soysapura, Morutuwa,
Tel: +94 112 623705 Mobile : +94 77 3357969

I hereby certify that the above particulars are true and correct to the best of my knowledge. In the case of being selected, I shall discharge my duties efficiently to your entire satisfaction.

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Signature

(S.Thavavell)