

Jeewani Mathotkadar (Mrs.)
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Career Objective

To be a influential writer to readers by communicating effectively in various fields based on my sound academic and professional knowledge.

Career Summary

1. Current Employment

- I. Vishvaa Educational Institute , Kirulapone- Proprietor, Teacher in Political Science, Economics (English and Sinhalese mediums) (From 1-Jan-2018 - to Present)
- AI. ADN academy, Park road, Colombo- Visiting Teacher - Political Science in English medium - (From 9- Feb - 2018 to present)

2. Royal College, Colombo 07 – September 2010 to March 2017

- I. Political Science teacher in English Medium (Upper School) - September 2010 to March 2017
- II. Economics Teacher in English Medium (Upper School) - November 2016 to March 2017
- III. Citizenship Teacher in English Medium (Secondary School) -2014-2015

Key Contributions at school

- Developed innovative study materials and used creative resources to deliver the lesson with the support of digital technology and software applications.
- Prepared Term tests papers and Model papers to evaluate performances of students and continuously monitored them in the classroom
- Maintained a high quality of discipline in the classroom while establishing a positive relationship with students and encouraged them through after school sessions.
- Developed presentations to analyse students results in the Art's Section and contributed as a presenter in the parents meeting representing the Arts Section.
- Engaged in extracurricular activities and cooperated to maintain documents in the section such as time tables, duty rosters, relief sheets, etc..

2. Women In Need, Borella - December 2007 to May 2009

- I. Statistics Coordinator - May 2008 to May 2009
- II. Research Assistant - December 2007 to May 2008

Key Contributions

- Individually handled statistics of 16 centres and conducted monthly presentations with conclusions and recommendations
- Trained additional staff to the use of the database while responding all internal and external statistics requirements
- Prepared monthly , quarterly and yearly client progressive reports and presentations

3. Youth For Christ, Kirulapone - 1999-2005

- I. Trainee - July 2004 to May 2005
- AI. A voluntary worker

Key contributions

- Conducted tuition classes for O/L students and Maintained documents
- Counselling students regarding their spiritual and academic life
- Contributed in the music team as a keyboard player and a singer

ACADEMIC QUALIFICATIONS

1. Master of Arts in International Relations (2015 October) , University of Colombo, Sri Lanka
2. Bachelor of Arts Degree in English medium (2009 April), University of Colombo, Sri Lanka - (Subjects – Political Science, International Relation and Economics)
3. Advance Level – Political Science, Logic and Sinhala language and literature

PROFESSIONAL QUALIFICATIONS

1. Professional Qualifications in Human Resource Management in English Medium (PQHRM) Stage I – Merit Pass
2. Certificate Course in Human Resource Management in English Medium (CCHRM) – Distinction pass

Skills

1. Communication skills - clarity , gestures and eye contact, empathy and sense of humour
2. Social Skills - Accept differences, cooperation, staying at task, and being respectful
3. Musical skills - Singing and playing instruments - flute and keyboard
4. Technological skills - MS office packages and internet research

Extracurricular Activities

1. Presidents Model School - School prefect 2001 , Senior Art Championship 2001, Winner of debates, singing, playing music instruments, creative writing
2. Western Province - 2nd place in playing flute in 1998, 3rd place in playing flute in 1999

PERSONAL DETAILS

Date of Birth :29-06-1985
Nationality :Sri Lankan
Gender : Female
Civil Status :Married

Prof. Jayadeva Uyangoda , Senior Professor Department of Political Science, University of Colombo, Sri Lanka, Tel-0777507338	Lasantha Abeysiri, Lecturer, Dept of Information Systems Engineering , Faculty of Computing, Sri Lanka Institute of Information Technology, New Kandy Road, Malabe. 0112 413 900 Ext. / 0772 652 610 - lasantha.a@sliit.lk
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I hereby certify that above mentioned information are correct for the best of my knowledge

Name - Jeewani Mathotkadar