

SKILLS:

- Team work
- Positive Attitude
- Computer Skills
- Adaptability
- Self-motivator

PRATHANJANI PUHALEESAN VELAUTHAN

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I have 23 years of work experience as an Education coordinator in Primary and Preschool Education Sector institutions since 2000. And I have got voluntary retirement in 2009 December. I have an experience in Primary and preschool sector teacher training and monitoring activities.

EXPERIENCE

OCT 2024
TO DATE

AS A VOLUNTEER AT MAIDSTONE MENCAP COBTREE PLAYSCHOOL

- To help set up resources, toys, equipment and activities to meet the needs and interests of the children.
- To check which child you are supporting and stay with that child for the day. Get to know the child, read their key information to understand their likes, dislikes, behavior and communication techniques.
- child to get involved with the activities and opportunities available for them, listening, understanding and responding appropriately to their communication strategies with you. Support where appropriate their social interaction with their peers. Have fun be the best resource for the child in the room.
- Support the child with eating and drinking at snack times and lunch times.
- To support the tidying up, safe storage and cleaning needed at the end of each day of the hall, kitchen, resources and equipment

JAN 2010
DEC 2023

SELF EMPLOYMENT

- Type setting for school's exam papers and modules.
- Data entry for data collection questionnaire and school data.

OCT 2005
DEC 2009

EDUCATION COORDINATOR - PEOPLE IN NEED, MEMBER OF ALLIANCE 2015, NGO - EASTERN PROVINCE, SRI LANKA

- Conducting a Need Assessment in all the Preschools and Schools.
- Coordinated with resource teams to develop an effective implementation and evaluation of projects.
- Organize training, workshops and on-job coaching, monitor the cooperation and development progress with the Local Authorities.

FEB 2005
OCT 2005

PROGRAMME OFFICER – WORLD UNIVERSITY OF CANADA - COLOMBO, SRI LANKA

- Prepare the Programme unit budgets and annual work plan, according to Education & Training, capacity & Building and Gender & Development.
- Monitoring the Programme unit activities according to the work plan
- Design the survey forms and analysis the statistical data

JAN 2005
AUG 2000

MONITORING AND EVALUATION OFFICER

1. Basic Education Sector Programme GTZ - North East Province, Sri Lanka
 2. Basic Education for Affected Children in Disadvantaged Areas (BECARe Project),
 3. Vavuniya and Vanni Education rehabilitation programme(VERP), Kilinochchi.
- Conduct the studies or surveys particularly on impact of BESP/ TIP, BESP/BECARe and BESP/VERP
 - Design the monitoring instruments and monitoring the TIP-NEP, BECARe and VERP activities.

EDUCATION

Passed GCE(O/L) Sri Lanka

Migrated to UK 28th December 2023

Course contacted at Reed Training Professionals in UK

	Course Name	Issued Date	Expiration Date
1.	Female Genital Mutilation (FGM)	06/03/2024	Never
2.	Education: Safeguarding in Schools	06/03/2024	06/03/2025
3.	Preventing Radicalization - Education	06/03/2024	06/03/2027

PERSONAL DETAIL

First Name : Prathanjani Puhaleesan

Date of Birth : 1st April 1976

Nationality : Sri Lankan

Marital Status : Married

DBS Certificate:

DBS Uk – Available

DBS Update Service – Available

Overseas Police clearance in Sri Lanka - Available

REFERENCES:

Liane Morris

manager@maidstonemencap.org

Manager: Cobtree Playschool for Special Children

Child and Young person Welfare Manager: all clubs for Maidstone Mencap Charitable Trust Ltd.

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