



ASHFAQ RAMEES

ashfaq.hrdesk@gmail.com | +94 74 121 5227 | 54/2, Negombo Road, Ihala Kottaramulla.

www.linkedin.com/in/mrmashfaq

HUMAN RESOURCES EXECUTIVE AND ADMIN

HR Professional | Recruitment | Performance Management (Appraisals, KPI Tracking & Competency Evaluations) | SOP Development & Process Standardization | Employee Relations & Disciplinary Management | Payroll | Employee Self-Service (ESS) Improvement | HR Digital Transformation

SUMMARY

I am an HR Professional with experience across the full employee lifecycle, specializing in Talent Acquisition, Recruitment, Onboarding, Employee Relations, Performance Management, Payroll & Benefits Administration, and HR Policy Compliance. I have hands-on expertise in managing appraisals, competency-based evaluations, KPI tracking, disciplinary management, and implementing performance improvement initiatives.

My experience also includes developing and implementing Standard Operating Procedures (SOPs), enhancing HR operations, supporting Employee Self-Service (ESS) and HR digital transformation initiatives, and contributing to employee knowledge management and career development frameworks. I am passionate about improving HR processes, enhancing employee experience, and delivering efficient, compliant, and people-focused HR solutions that support organizational growth and operational excellence.

WORK EXPERIENCE

Executive – Performance Management & Talent

Mar 2026 – Present

Bally's Limited, Colombo, Sri Lanka

- Lead the enhancement of the Employee Self-Service (ESS) portal by implementing a centralized Knowledge Hub and employee self-service features.
- Develop and implement Standard Operating Procedures (SOPs), Career Pathways, and Competency Frameworks to standardize HR processes and support employee development.
- Manage performance management initiatives, including appraisals, KPI tracking, and competency evaluations, to improve employee performance.
- Streamline HR operations through process improvements, digital transformation initiatives, and enhanced documentation standards.
- Coordinate recruitment, onboarding, employee relations, disciplinary management, payroll support, and statutory HR compliance across a group of companies.

Executive – Compliance

May 2025 – Dec 2025

Redforce Security Services (Private) Limited, Colombo, Sri Lanka

- Took initiative to resolve complex issues related to EPF/ ETF discrepancies, including incorrect employee names and suspended accounts affecting a large number of employees.
- Successfully liaised with relevant authorities and internal teams to rectify statutory compliance issues. improving record accuracy and restoring account status for affected employees.
- Due to the success of the project, was offered ongoing HR outsourcing responsibilities to support statutory compliance processes.

Executive – Talent Aquisition & Payroll
Wheels Lanka Trading (Pvt) Ltd, Colombo, Sri Lanka

Mar 2023 – May 2025

- Managed end-to-end recruitment, from sourcing to onboarding.
- Administered payroll while ensuring compliance with EPF/ETF, PAYE, and statutory requirements.
- Oversaw payroll and attendance for local and international operations, ensuring labor law compliance.
- Coordinated employee training and development programs to enhance skills and performance.
- Conducted performance appraisals and supported employee career development.
- Maintained confidential HR records and ensured efficient day-to-day HR operations.

EDUCATION

Chartered Qualification in Human Resource Management **Feb 2023 – Oct 2023**
Chartered Institute of Personnel Management (CIPM), Narehenpita, Sri Lanka.

Chartered Intermediate in Human Resource Management **Oct 2021 – Oct 2022**
Chartered Institute of Personnel Management (CIPM), Narehenpita, Sri Lanka.

Diploma in Human Resource Management **Dec 2020 – Oct 2021**
Chartered Institute of Personnel Management (CIPM), Narehenpita, Sri Lanka.

Certificate Course in Human Resource Management **Dec 2019 – June 2020**
Chartered Institute of Personnel Management (CIPM), Narehenpita, Sri Lanka.

Licentiate Certificate In Islamic Studies and Arabic Language **Feb 2016 – Feb 2023**
Jamiah Naleemiah – Sri Lanka

CORE COMPETENCIES

- Time Management & Prioritization
- Empathy & Emotional Intelligence
- Confidentiality
- Problem-Solving & Critical Thinking
- Basic Data Analysis & Reporting
- Succession Planning & Talent Management
- Teamwork & Collaboration

LANGUAGES

- English – Fluent / Professional Proficiency
- Sinhala – Fluent / Professional Proficiency
- Tamil – Native / Fluent
- Arabic – Intermediate / Basic Conversational

REFERENCES

- **Leel Karunarathna**
Wheels Lanka Trading (Pvt) Ltd./ Secretary
Phone: +94 76 334 9463
Email Address: leelkarunarathna@gmail.com
- **Samarage Sudharman**
Red forces Security Services (Pvt) Ltd./ Finance Advisor
Phone: +94 77 311 2610
Email Address: wltsudharman@gmail.com