



CONTACT ME



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SKILLS

- Proficient in Photoshop, Illustrator, SPSS, SAP System, Canva, Capcut and Microsoft Office (Word, Excel, PowerPoint and Adobe Photoshop)
- Proven ability to maintain high levels of accuracy in administrative tasks.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work well in a team environment.
- Attention to detail and accuracy

CHRISTEEN ANTON

ABOUT

A dedicated and organized Human Resources Development Undergraduate with strong knowledge of HR basics, employee relationships, hiring, and improving workplace structures. Skilled in helping improve workplace efficiency through good people management and smart HR strategies. Enthusiastic about creating a positive work atmosphere and helping the company achieve its goals. Ready to use what I've learned in a busy HR role and make a real difference in the organization. Furthermore, I gained knowledge through my research by analyzing how systematic Training Needs Analysis influences employee job performance in manufacturing organizations in Northern Sri Lanka.

EDUCATION

B.B.M. Human Resource Development (Special)

Uva Wellassa University

[Badulla, Sri Lanka](#)

Advanced Certificate in Human Resource Management (2022)

Chartered Institute of Personal Management (CIPM)

[Colombo, Sri Lanka](#)

Diploma in Professional Human Resource Management (2025)

Chartered Institute of Personal Management (CIPM)

[Colombo, Sri Lanka](#)

Diploma in English (2025)

Sri Lanka English Language Graduates' Association

[Colombo, Sri Lanka](#)

Diploma in English (2025) - Reading

IMBS Green Campus

[Colombo, Sri Lanka](#)

Diploma in Nursing (2018)

IVA Nursing School, Sri Lanka.

[Jaffna, Sri Lanka](#)

Performance Diploma in Bharatanatyam (2025)

Griffin College London

[Jaffna, Sri Lanka](#)

Chundukuli Girls College

[Jaffna, Sri Lanka](#)

Passed G.C.E(A/L) in Arts stream (2020)

Passed G.C.E (O/L) (2015)

SOFT SKILLS

- Leadership
- Team Work
- Creativity
- Time Management
- Problem-Solving
- Adaptability
- Attention to Detail
- Communication Skills
- Thinking out of box

ADDITIONAL SKILLS & ACTIVITIES

- Aari work skills
- Active in Sports
- Classical Dance Skill
- Cake decorating Skills

LANGUAGE

- English
- Sinhala
- Tamil

PROJECTS

Industrial Research Project - John Keells Group – Keells

2026-Present

'Improving staff retention while managing attrition among Customer Service Assistants and Cashiers at Keells Retail under the Group "A" Outlets'

Final Year Research Project

2025-Present

"The Impact of training needs analysis on employee job performance: The study based on Manufacturing sector of Northern province of Sri Lanka".

Conducted an empirical study to examine how Training Needs Analysis influences employee job performance in the manufacturing sector of Sri Lanka's Northern Province, with a focus on managerial staff. The study identified gaps between training needs and performance outcomes and emphasized the importance of systematic TNA for improving productivity and efficiency.

Contribution on Dazzle Day

2025

As an HRD student, I helped organize and participated in Dazzle Day 2025, where I gained practical first aid skills including wound care, CPR, and emergency response through hands-on training. This experience strengthened my teamwork, communication, and crisis-readiness in a collaborative and realistic learning environment.

Theertha yathra

2025

As HRD students, we coordinated the softskill development program for Badulla Educational Zone school students during Theertha Yathra 2025. I was responsible for planning and facilitating team-building activities as well as organizing refreshments for participants. This experience enhanced my capabilities in team leadership, event planning, and coordination.

EXPERENICES

HR Intern - John Keells Group – Keells

April 2026 – Present

- Managing HR administrative activities, including preparing service letters, appointment letter handling EPF/ETF-related documentation, maintaining employee records, and supporting day-to-day HR operations.
- Coordinating end-to-end recruitment and onboarding activities for Outlet Supervisor and Trainee Commis positions, including candidate sourcing, interview scheduling, candidate communication, document verification, onboarding formalities, and maintaining recruitment records.
- Planning, coordinating, and participating in recruitment campaigns while collaborating with hiring managers and internal and external stakeholders to ensure timely hiring and a smooth onboarding process.
- Proficient in HRIS, MSR, and payroll processes, with experience in maintaining employee records, updating HR information, and supporting payroll-related activities.

Anesthetic Nurse at Holly Cross Health Center

2020 - 2022

Provided professional nursing support in both operation theatre and ward settings. Assisted surgeons and anesthesiologists during procedures, ensuring patient safety and comfort throughout the surgical process. Prepared patients by reviewing medical history, conducting pre-operative checks, and offering emotional support. Monitored vital signs during surgery, managed anesthesia-related responsibilities, and delivered post-operative care. Additionally, supported ward management, medication administration, and patient recovery to maintain a high standard of healthcare service.

Trainer - Yogis Institute of Beauty Therapy and Home Science

2019

Provided practical training in structural cake design and celebration cake production. Trained students in layered cake construction, stacking, icing, and decorative finishing while maintaining hygiene standards. Supervised student progress and supported a student exhibition to showcase completed cake designs and creativity.

Classical Dance Teaching Experience

2018 - Present

As a classical dance instructor, I have taught and mentored students with a focus on technical skill development and artistic expression. Through personalized instruction and motivating guidance, I have cultivated discipline, confidence, and performance readiness in dancers. As an experienced choreographer, I design original works that merge classical roots with modern expression, designed for both artistic impact and competitive performance.

Founder/CEO/Designer at EMZ Workshop

2018-Present

Established and manage a successful home-based startup specializing in aari work, custom-designed bangles, and earrings. Oversee design, production, and sales operations with a team of two employees. Expanded business by supplying products to local markets and retail shops in France. Conducted four training batches, both online and physical, to share knowledge and develop aspiring designers.

CERTIFICATIONS

Winner - International Dance Competition

Computer graphic designing - iLEAD

Badminton team player - Uva Wellassa University

Table Tennis Vice Captain - Uva Wellassa University

Yogis Institute of beauty Therapy, Hair Dressing and Home Science (service as a trainer) - 2019

Northern Ceylon orientation music society Jaffna (Baradham grade 1 to 4th)

REFERENCES

Pabath Liyanage

Manager - Employee Support Centre

Jaykay Marketing Services (PVT) Ltd

Keells Employee Support Centre.

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Colombo 02.

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Designation Culture and Engagement Specialist

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