



DAMITHA AYESHMANTH

PROFILE

I am a person with both academic and professional qualifications, with having a comprehensive skill set to face modern global challenges in a committed team player, with leadership skills to create a value to the company by saving the employer to the utmost

WORK EXPERIENCE

- **HR Intern** 2024 JAN - 2024 MAY
Asiri Hospital Matara
 - Reviewed & shortlisted CVs based on JS, followed by making interview calls to selected candidates to schedule interviews
 - Contributed to the induction program by delivering training sessions
 - Member of Organizing Committee in annual Aluth Aurudu Festival & Christmas Carols
- **HR Asisstant - New Philip Hospitals Kalutara** 2024 JUL -2026 JUL
EPF/ETF
 - Filled the claim forms & B card Register (AH) form & filled the C forms and Returned forms & Gratuity & Making Maternity Leaves**Payroll & Attendance**
 - Contributed to salary making & Pay Slips Making
 - Checked Attendance & OT Calculated
 - Made the employee's finger print & details entered to the system
 - Prepared in Monthly Allowance & Salary Advance**HR Administration**
 - Managed onboarding activities for new hires, including orientation, documentation
 - Made the employee's personal files
 - Prepared Service Letters, Bank Loan confirmation Letters, Warning Letters & etc.
 - Managed the employee's annual evaluation reports**Welfare**
 - Member of Organizing Committee in annual get together & blood donation programs

PROFESSIONAL QUALIFICATION

- **Sri Lanka Telecom Training Centre** 2015 AUG - 2015 DEC
Unawatuna - Galle
 - Certificate in Applied Information Technology

REFERENCES

Mr. Manoj Keppetipola
Senior Lecturer
CIPM
Galle
Phone: 071 4282128

Ms. Disna Gamage
Assistant Manager-Human Resources
Asiri Hospital
Matara
Phone: 077 7681149

CONTACT

- ☎ 077 8829402
- ✉ damithayapa111@gmail.com
- 📍 No : 491, Matara Rd, Weligama

EDUCATION

- 2010
G.C.E. (ORDINARY LEVEL) EXAMINATION
 - 5A, 1B, 1C and 2S
- 2014
G.C.E. (ADVANCED LEVEL) EXAMINATION
 - Combined Mathematics (S), Chemistry (C), Physics(S)
- 2016 - 2020
SLIATE
 - HNDE
- 2024 - 2025
CIPM
 - Completed Diploma in Professional HRM

SKILLS

- Leadership
- Organization
- Teamwork
- Responsibility

LANGUAGES

- Sinhala
- English