

Devini Nimesha

HR Manager



ABOUT ME

Dedicated Human Resources professional with experience in recruitment, employee relations, payroll administration, disciplinary procedures, and HR compliance. Strong interpersonal and organizational skills with a commitment to fostering a positive workplace culture and supporting organizational growth

CONTACT

- +94 76 738 4191
- nimeshadevini@gmail.com
- "Tharuka"
Delgahavaththa,
Anguruwathota, Horana.

PERSONAL INFORMATION

- Date of Birth - 21-07-1999
- Nationality - Sri Lanka

SKILLS

- Recruitment Strategy
- Employee Engagement & Retention
- Performance Management & Coaching
- HR Policy Development & Compliance
- Organizational Development
- Compensation & Benefits Administration
- Leadership Development
- Conflict Resolution & Employee Relations

TECHNICAL SKILLS

- HRIS Systems
- Outlook
- MS PowerPoint
- MS Word
- MS Excel

EXPERIENCE

HR Manager

Serendib Group Of Companies | 2024-present

- Recruitment and Selection
- Coordinate Training Programs
- Managed employee attendance records and onboarding documentation.
- Maintained and updated employee personnel files.
- Disciplinary Management
- Grievance Handling & Counseling
- Prepared disciplinary, warning, and termination letters in accordance with company policies
- Supported the payroll process by verifying attendance records.
- Completed AH/EPF/ETF forms and ensured accurate employee documentation.

HR Department - In-Plant Trainee (2023 October - 2024 July)

Naturub Group of Companies

Computer Operator

Sri Lanka Telecom (2021 January - 2021 July)

NON RELATED REFEREES

- Ms.J Lasantha Vidyani Silva.
(Teacher),
No:30,
Kandaudawaththa,
Meleegama,
Wadduva.
071-2538386
- Ms. J Iresha Priyangika Silva.
(Teacher)
Higgahavaththa,
Pirivena Road,
Pinwaththa,
Panadura.
0785918539

PROFESSIONAL QUALIFICATIONS

- Higher National Diploma in Management (HR Specialization), Sri Lanka Institute of Advanced Technological Education (SLIATE), Dehiwala
- Successfully completed a Graphic Design NVQ level 04
- Successfully completed Diploma in English Language Skills for Employment (IDM Achievers International Campus)
- Participated in the One Day Training Programmed on Career Coaching conducted by CIPM Sri Lanka
- Successfully completed Computer & English Education Skills Development – "THURUNU SHAKTHI" computer course

EDUCATION

- Passed the G.C.E. Advanced Level Examination in 2018 with 3 “B,C” s (Logic, Sinhala and History)
- Passed the G.C.E. Ordinary Level Examination in 2015 Completed.

- I hereby confirm that the above information provided by me regarding my employment details is to the best of my knowledge true.

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Signature

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Date

