

HESHANI VINODYA DODANTENNE

Psychology and HR
Professional



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☎ +94 74 313 4429

📍 Katugasthota, Kandy

PROFESSIONAL PROFILE

Graduate in Psychology with a BSc. in Psychology and a Higher National Diploma in Psychology, combined with practical experience in HR support and student counseling. Experienced in understanding individual needs, building rapport, communicating with students and employees, supporting recruitment and on-boarding, maintaining confidential records, and coordinating workplace activities. Seeking opportunities in HR, employee well-being, counseling, psychology support, or people-focused services where strong interpersonal skills and an understanding of human behavior can contribute to positive outcomes.

PROFESSIONAL EXPERIENCE

Study Overseas Kandy

Student Counsellor

05/2025 – 09/2025 | Kandy

- Provided individual guidance to students regarding study-abroad pathways, university programmes, requirements, and application processes.
- Identified students' needs, interests, goals, and circumstances to help them consider suitable educational options.
- Supported students through application and visa procedures, providing clear explanations and follow-up communication.
- Built positive relationships with students and parents through calls, messages, and face-to-face meetings.
- Maintained student information and coordinated with universities and visa-processing teams to support smooth case progression.

Cambridge College Colombo

Student Counsellor

05/2024 – 07/2024 | Colombo

- Guided students in identifying suitable courses and educational pathways based on their interests and career goals.
- Handled student enquiries through telephone, email, and face-to-face communication.
- Built rapport with students and parents and provided consistent follow-up throughout the admissions process.
- Maintained student records and application details while coordinating admissions-related activities.

Smart Employees Colombo

HR Intern

12/2022 – 12/2023 | Colombo

- Supported recruitment activities including vacancy postings, CV screening, interview scheduling, and candidate coordination.
- Maintained employee records and HR documentation with attention to accuracy and confidentiality.
- Supported employee onboarding, orientation programmes, training sessions, and company events.
- Assisted with attendance, leave, and payroll-related administrative tasks.
- Communicated with employees regarding routine HR matters and supported employee engagement and performance-management activities.

CORE COMPETENCIES

Employee and Student Communication

Counselling and Individual Guidance

Recruitment and Candidate Coordination

Employee Onboarding and Orientation

Needs Assessment and Career Guidance

Employee Engagement Support

Interpersonal and Relationship Building

Confidential Record Management

HR Administration and Coordination

Training and Event Support

MS Office and Email Communication

Time Management and Organization

REFERENCES

Mrs. L. S. Hewawikrama,
Senior HR Consultant
lakshinih@gmail.com, 071 490 8615

Mrs. Chalani Gunerwardene,
Senior Lecturer and Counsellor
076 820 3462

EDUCATION

BSc in Psychology

ACHE Kandy
Completed

Higher National Diploma in Psychology

ICBT Campus

Dual Diploma in IT and English

ESOFT Kandy

Listening and Speech Course

Open University, Polgolla
Polgolla

GCE Advanced Level

Hillwood College, Kandy
Kandy

GCE Ordinary Level

Hillwood College, Kandy
Kandy



ADDITIONAL TRAINING & CERTIFICATES

Spoken English – Grade 4 Certificate, IEMS

2010

Spoken English – Grade 5 Certificate / Achievement, IEMS

2011

Written English – Grade 5 Certificate, IEMS

2010-2012

English language coursework at IEMS

2004-2006

SKILLS

Interpersonal

Active listening, rapport building, empathetic communication, teamwork, client/student relationship management

Professional

HR coordination, recruitment support, documentation, employee communication, counselling support, organization and time management

Digital

MS Office, email communication, basic administrative systems