



CONTACT

- +94 77 433 6972
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- Miriswaththa, Pelpola, Paragasthota.

PERSONAL INFORMATION

- Date of Birth - 29-01-1999
- NIC No - 995300419V
- Nationality - Sri Lankan
- Marital Status - Unmarried

COMPETENCIES

- Effective Communication Skills
- Strong Team Collaboration
- MS Office Application Proficiency
- Adaptability and Flexibility
- Time Management Skills
- Critical Thinking Abilities
- Conflict Resolution Skills
- Positive Attitude Outlook
- Active Listening Skills
- Problem-Solving Prowess
- Leadership Potential Unleashed

LANGUAGE SKILLS

- Sinhala - Native
- English - Fluent

REFERENCES

Mr. M.I. Farhan Ismail
Head of the Department of Management,
Advanced Technological Institute,
Dehiwala, Sri Lanka.
Mobile: +94 77 722 6008
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Advanced Technological Institute,
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ISHARA DANANJANI

HIDALLA ARACHCHIGE ISHARA DANANJANI

PROFILE SUMMARY

Dynamic and driven candidate pursuing an HND in HRM with hands-on experience in various HR functions. Proven ability to thrive in fast-paced environments, adept at problem-solving and implementing effective solutions. Strong interpersonal and communication skills, with a passion for fostering positive employee relations.

RELEVANT WORK EXPERIENCE

HR Assistant (Trainee) [2023 - 2024]

John Keels Holdings (Pvt) Ltd | Colombo, Sri Lanka

- Assist in recruitment processes by screening resumes & scheduling interviews.
- Maintain employee records and update HR databases accurately.
- Participate in onboarding new hires and conducting orientation sessions.
- Support HR managers in organizing training programs and workshops.
- Handle inquiries from employees regarding HR policies and procedures.
- Assist in drafting and updating company policies and employee handbook.
- Coordinate with payroll department to ensure accurate & timely processing.
- Help in organizing company events and employee engagement activities.
- Provide administrative support to the HR team as needed.
- Assist in creating reports and presentations for HR meetings.
- Help in resolving employee grievances and conflicts.
- Assist in conducting exit interviews and processing employee separations.

OTHER WORK EXPERIENCE

Planner [2019 - 2021]

Niru Lanka Exports (Pvt) Ltd | Pandura, Sri Lanka

Bank Assistant (Trainee) [2018 - 2019]

Regional Development Bank | Panadura, Sri Lanka

EDUCATION

Higher National Diploma in Human Resource Management (Reading)

Sri Lanka Institute of Advanced Technological Education | Dehiwala, Sri Lanka

General Certificate of Education Advanced Level Examination 2017

Taxila Central College | Horana, Sri Lanka

General Certificate of Education Ordinary Level Examination 2014

Diyagama Maha Vidyalaya | Diyagama, Sri Lanka

PROFESSIONAL QUALIFICATIONS

Career Development Programme

Chartered Institute of Personnel Management | Colombo, Sri Lanka

Certificate of Computer Literacy

The Open University | Nawala, Sri Lanka

Diploma in English Language

British way English Academy | Kalutara, Sri Lanka

EXTRA-CURRICULAR ACTIVITIES

Senior Assistant Head Prefect

Diyagama Maha Vidyalaya | Diyagama, Sri Lanka

President (Former)

Mother Sri Lanka Society | Sri Lanka