



NAVISHKA FERNANDO

HR & ADMINISTRATION EXECUTIVE

CONTACT

- 077 4872297
- navishkafernando008@gmail.com
- 105/3, Wana arana rd, Kumbuka north, Gonapola

SKILLS

- Interpersonal Skills
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Problem Solving

LANGUAGES

- English (Fluent)
- Sinhala (Fluent)
- Tamil (Poor)



PROFILE

Dedicated HR & Administration Executive with 04 Years of experience in Manufacturing. Skilled in employee management & coordination of day to day HR operations. Proven ability to handle confidential information while providing administration support. Strong organizational skills, ensuring smooth human resources workflow within the department.



WORK EXPERIENCE

Data Foods (Pvt) Ltd 2025 - PRESENT
Executive - HR & Administration

- Handling Employee Life Cycle
- Preparing Monthly salaries of Employees
- Engaging Visa, Airtickets for employees from India
- Dealing with immigration for employee visa related
- Facilitating staff welfare (Boarding, Guest Houses)
- Coordinate & arrange company events
- Handling Employee Grievance
- Employee Relations & EPF/ETF

Golden Star Holdings (Pvt) Ltd 2024/02 - 2025/02
HR & Administration Executive

- Handling Employee Life Cycle
- Preparing Monthly salaries of Employees
- Maintaining Company Vehicles
- Handling Employee Grievance
- Handling EPF / ETF, Labour Department
- Coordinating with vendors & purchasing items

Q Water (Pvt) Ltd 2022-2024

- HR & Administration Executive
- Recruiting Staff & Man Power Labours
 - Preparing Monthly salaries of Employees
 - Maintaining Company Vehicles
 - Purchasing of goods & services
 - Coordinate & arrange company events
 - Handling Employee Grievance
 - Employee Relations & EPF/ETF



EDUCATION

G.C.E O/L 2014

Sripalee College, Horana
A7, B2

G.C.E A/L Bio Science 2018

Sripalee College, Horana
C1, S2