

Nimali Dilushika Malkanthi



Personal info

- DOB: 22.12.1994
- Gender: Female
- Nationality: Sri Lankan
- NIC: 199485703695

Contact info



Kospothugala Village,
Poruwadanda, Horana.



071 32 86 539



mnimalidilu1522@gmail.com

Skills

- Communication and presentation Skills
- Leadership Skills
- Team Management
- Problem Solving
- Time Management
- Interpersonal Skills
- Confidentiality Handling
- Skill full in MS Office packages

Dedicated and hardworking Assistant Manager with experience working in fast-paced and challenging environments. Skilled in team coordination, problem-solving, customer service and daily operations management. Able to work under pressure, meet company targets and maintain positive working relationships with staff and employees. Strong communication skills with a responsible and motivated attitude toward work.

Experience

2023-2026 Currently working as Assistant Manager - HR at Synergy Capital Holdings (Pvt) Ltd, Horana.

- Prepared and processed payroll for multiple companies accurately and on time.
- Handled EPF/ETF documentation, submissions, and employee-related statutory compliance.
- Maintained and updated employee personal files and HR records.
- Coordinated and handled labour department matters and compliance issues.
- Managed employee grievances and supported conflict resolution processes.
- Prepared monthly attendance summaries and leave records.
- Generated invoices and coordinated related administrative documentation.
- Prepared HR-related reports, summaries and management documentation.
- Assisted in overall HR and administrative operations to ensure smooth business functions

2022-2023 Served as an HR Executive at Ontex Apparel (Pvt) Ltd, Beruwala.

2021- Successfully completed a six-month internship at Hirdaramani Industries (Pvt) Ltd, Kuruvita.

Education

2021- Bachelor of Business Administration (BBA), Specialized in Human Resource Management, with a Second Class (Lower Division), University of Ruhuna, Matara. (GPA - 3.2)

2010- G.C.E. Ordinary Level Examination, R/B/ Rajawaka M.V., Rajawaka.

2015- G.C.E. Advanced Level Examination, R/B/ Narada M.V., Vikiliya (*Obtained 2 A passes in Accounting and Economics, and 1 B pass in Business Studies*).

2018- Successfully completed the Diploma in English Language at British Way English Academy.

2019- Successfully completed a one-year English course conducted by The Beeline English Academy.

2019- Successfully completed the English Communication Skills Development Course at American Corner.

Referees

Mr. G P Buddhika

Managing Director

Synergy Capital Holdings (Pvt) Ltd

No 32/32 A, Ratnapura Rd, Poruwadanda,
Horana.

070 69 20 222 / 077 76 65 098

pradeep@synergycapital.lk

Mr.D.A.A. Karunaratne

Development Officer

Baliduwawa

Mulgama

Balangoda

0715694647

Extra-Curricular Activities & Achievement

2017- Certificate of Participation in the Inter Faculty Sports Meet conducted by the Faculty of Management and Finance, University of Ruhuna.

2017- Certificate of Participation in the Inter Batch Sports Meet conducted by the Faculty of Management and Finance, University of Ruhuna.

2018- Certificate of Participation in the Business Model Canvas Poster Presentation conducted by the Faculty of Management and Finance, University of Ruhuna.

2019- Volunteer at the Sri Lankan University Games (SLUG).

2019- Certificate of Participation in the Career Guidance Programme conducted by the Matara District Chamber of Commerce and Industry.

2020- Member of the Career Guidance Unit of University of Ruhuna.