



D.M SACHINI AMALKA DISSANAYAKE

HR EXECUTIVE

❖ OBJECTIVE

Dedicated and performance-driven HR professional with over 03 years of hands-on experience in HR operations, recruitment, payroll administration, KPI monitoring, statutory compliance (EPF/ETF), and ISO 9001 documentation. Proven ability to manage employee lifecycle processes including on boarding, attendance, payroll coordination, performance tracking, and exit management. Seeking an HR Executive position to contribute to efficient HR systems, performance management, and employee engagement initiatives.

❖ PERSONAL DETAILS Name : D.M Sachini Amalka Date of Birth : 04/01/1998 Phone : +94 76 9985551 E-Mail : sachinidissanayake0104@gmail.com LinkedIn : http://linkedin.com/in/sachini-dissanayake-50b3252a7 <u>Address</u> : Horana,Ingiriya,Sri Lanka	SOFT SKILLS • Communication skills • Teamwork • Problem-solving • Time management • Adaptability • Leadership COMPUTER BASED SKILLS • MS Office package • Outlook Management • Basic Graphic & Design Tools • AI & Machine Learning in HR • Quick Book(QB) • Time co. Attendance System
❖ EDUCATION Diploma in Professional Human Resource Management (DPHRM)-2025 - 2026 CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM), SRI LANKA Higher National Diploma in Travel & Tourism Management-2018 - 2022 UNIVERSITY COLLEGE OF RATMALANA UNIVERSITY OF VOCATIONAL TECHNOLOGY Human Resource Management Diploma (01 Year)-2022 IMBS GREEN CAMPUS CERTIFICATE LEVEL COURSES Certificate in IT & Computer Literacy (04 month) – Open University Sri Lanka Certificate in Service Management (03 months) – IMPLE Institute	

❖ EXPERIENCE

Lal Construction & Engineering (PVT) LTD-2023 to until now

HR Assistant

- Maintained and updated employee personal files and internal HR databases while ensuring compliance with ISO 9001:2015 standards and documentation procedures.
- Prepared job descriptions and job specifications with approval from the HR Manager.
- Advertised job vacancies, coordinated candidate sourcing, shortlisted applicants, and arranged interviews.
- Prepared appointment letters, employment contracts, onboarding documentation, and maintained accurate recruitment records.
- Prepared monthly attendance reports for salary processing and maintained employee leave records and summaries.
- Updated labour advances in the QB system before monthly deadlines and coordinated with the Finance Manager to finalize salary sheets.
- Responded to employee inquiries regarding payroll, leave balances, and HR-related matters.
- Assisted in developing and maintaining Key Performance Indicators (KPIs) and supported the employee performance evaluation process.
- Monitored and tracked employee performance data and prepared performance-related reports for management review (skill metrics).
- Handled EPF & ETF documentation and prepared six-month and annual statutory reports.
- Maintained employee “B Card” files and other statutory records in compliance with labour regulations.
- Prepared final settlements, including final salary and gratuity calculations, and processed resignation documentation and service letters.
- Coordinated company asset clearance procedures during employee exits.
- Addressed employee concerns related to HR policies and procedures.
- Assisted in organizing company events, employee engagement activities, and the implementation of HR policies and internal procedures.

Sri Lanka Tourism Promotion Bureau 2022(06 Month)

Trainee – Finance Division

- Assisted in handling customer documentation and internal records.
- Prepared financial and operational reports.
- Processed payments and journal vouchers.
- Performed bank reconciliation tasks & created internal memos and minute sheets.
- Managed data entry using company systems

❖ REFERENCES

Mr. K I P M Patabandige

HR Manager

Lal Construction &

Engineering (PVT) LTD

070-7225727

Mrs. Maduri Sooriyarachchi

HR Manager

BPO Company

077-2655686