



# SACHINI FERDINANDO

## HR EXECUTIVE

### New Philip Hospitals (pvt) Ltd Kalutara

#### E-mail

sachinihansana.1995@gmail.  
com

#### Mobile

+94 71 54 59 820

#### Address

No. 1/D,  
Dibbadda,  
Panadura,  
Sri Lanka.

#### Date of Birth

11-12-1995

#### CAREER OBJECTIVE

Seeking for a job, in a well-established organization, which offers learning and career development opportunities for young people. The challenging career will help to climb up in the ladder progressively with acquiring necessary skills, experience and professional qualifications.

I would like to get a chance for a contributing to the organizational success through my endeavors.

#### ACADEMIC QUALIFICATION

##### Chartered Institute of Personnel Management Sri Lanka (Inc.)

- ❑ Successfully completed a Certificate Course in Human Resource Management at Chartered Institute of Personnel Management (CCHRM)
- ❑ Successfully completed a Diploma in Human Resource Management at Chartered Institute of Personnel Management (DPHRM)
- ❑ I Am completed Chartered Intermediate In HRM (CIHRM) From CIPM (Chartered Institute Of Personal Management) Sri Lanka.

##### National Youth Service Council

- ❑ I have Successfully completed a Certificate Course In Computer Studies at Youth Empowerment Center of National Youth Service Council- Panadura

#### SKILLS

Organizational

Mentoring

Interpersonal

Technical

Counseling

Communication

## WORK EXPERIENCE

### LANGUAGES

Sinhala 

English 

Tamil 

### REFEREES

Mr. Rasitha Dissanayaka,  
Executive-Human Resources  
Bogawantalawa Tea Estates  
PLC  
Tel: 077 5686221

Miss. J D I Leelarathne  
Executive- Human Resources  
Medihelp Hospitals Pvt Ltd  
Horana.  
Tel: 071 1801755

Executive – Human Resources

New Philip Hospitals (Pvt) Ltd. (March 2019 up to date)

### Duties & Responsibilities

- Preparation staff salaries using IHRM Systems & Ms Office Package.
  - Handling LT Cases, Labour Cases and Disciplinary issues.
  - Conducting training need assessments, identification of training needs, develop/organize training programs and conduct programs for employees and coordination.
  - Handling Documentation for ISO/SLAB Accreditation.
  - Preparation of Letters, Documents, Appointment Letters, and other HR correspondents.
  - Preparing statutory payments. ( EPF, ETF & Gratuity)
  - Preparation of Duty Rosters of Staff
  - Setting up & Maintaining an employee's personal files.
  - Assisting the recruitment process related activities.
  - Induction of new employees.
  - Organize and conduct motivational / welfare activities.
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- ❖ I have six month Training at Command Welfare Fund, Sri Lanka Air Force Head Quarters, Colombo as a Computer Assistant.
  - ❖ I have 6 month working experience at Lankasiri Global Trading