

Ilege Sahani Amantha

Associate - Employee Relations



Baddegama, Galle, Sri Lanka. (80200)



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Sahani Amantha

Detail-oriented Human Resources professional with experience in employee relations, onboarding, attendance management, and HR administration. Proven ability to support recruitment processes, handle employee concerns, and maintain accurate HR records in compliance with organizational policies and labor regulations.



Skills

People leadership
Data analysis
Strategic planning
Training and mentoring
long term planning
Budgeting
Communication Skills
Software Skills



Work History

12/2024 – 03/2026

Associate – Employee Relations Port City BPO (KWIT)

- Assisted in managing employee relations matters, including grievances, complaints, and workplace concerns, ensuring timely and fair resolution.
- Supported conflict resolution processes by coordinating discussions between employees and management in line with company policies.
- Maintained accurate and confidential employee records, disciplinary files, and HR documentation.
- Assisted in performance evaluation processes, including collecting feedback, preparing appraisal documents, and tracking outcomes.
- Coordinated onboarding and boarding documentation, including employment contracts, agreements, and employee acknowledgements.
- Updated and monitored employee attendance and leave records using the HRIS system.
- Supported the HR team in ensuring compliance with Sri Lankan labour laws and internal HR policies.

- Acted as a point of contact for employees regarding HR-related queries, policies, and procedures.
- Assisted in preparing reports related to employee attendance, performance, and HR activities.
- Maintained strict confidentiality and ethical HR practices in all employee-related matters.

**01 / 2019 – 09/ 2019 Trainee Human Resources Assistant
Lavanga Beach Hotel Hikkaduwa**

- Assist with day-to-day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.).
- Dealing with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, attendance, leaves. etc.).
- Communicate with public services when necessary.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update the company database.



Education

BSc. (Hons.) Business Management (Top Up): Business Management
Saegis Campus - Nugegoda (Upper Second Class)

Higher National Diploma in Management: Specialized in Human Resources Management
Advanced Technological Institute - Galle

Diploma in Human Resources Management: Human Resources Management
Chartered Institute of Personnel Management Sri Lanka

Certificate Course in MS Office Package: Information Technology
Esoft Galle campus



Non - Related Referees

- Miss. Sumudika Nimeshi Karunaratne, Lecturer, Sri Lanka Institute of Advanced Technological Education. sumudhikanimeshi@gmail.com, +94779606312
- Mr. U.J. Dilshan Piumantha, Development Officer, Skill Development Fund Ltd, Sri Lanka. dilshanpiumantha@gmail.com , +94775395661



Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Ilege Sahani Amantha.