



Tashika Gayanthi

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in <https://www.linkedin.com/in/tashika-gayanthimapa6369327>

PROFILE

I aim to build a career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal, and climbing the career ladder through continuous learning and commitment

SKILLS

Soft skills

Leadership skills
Analytical Skills
Communication skills

Presentation skills
Time management skills
Group work

Computer Literacy

Microsoft office Package

PROFESSIONAL EXPERIENCE

Junior Executive- Human Resources (SANASA Development Bank PLC) 05/2025 – Present

- ✓ Managed end-to-end recruitment process from job posting to onboarding.
- ✓ Sourced and screened candidates via LinkedIn and Website.
- ✓ Coordinated interviews and communicated with candidates throughout hiring stages.
- ✓ Assisted in organizing job fairs and recruitment events.
- ✓ Supported new hire onboarding and orientation processes.

Human Resources Trainee (SANASA Development Bank PLC) 05/2024 – 05/2025

- ✓ Created and published compelling job postings across various platforms to attract top talent.
- ✓ Managed and organizing employee documentation, ensuring accuracy and compliance with company policies.
- ✓ Screened and evaluated resumes to identify qualified candidates based on job requirements and company needs.
- ✓ Managed and facilitated interviews, ensuring a smooth and timely interview process.
- ✓ Other recruitment tasks.

Office Clerk (Attorney At Law - Welimada) 12/2021 - 04/2024

- ✓ -Drafting Legal Documents. Maintaining Case Files.

Trainee Counselor (National Institute Of Mental Health) 01/2019- 04/2019

- ✓ -Counselling Practise.
- ✓ -Studied about different types of patients

EDUCATION

Bachelor of Arts Psychology (Special) Second Class Upper Division

University of Kelaniya (2017 - 2021)

Diploma in Counselling Psychology

Mental Health Foundation (2021)

Diploma in Counselling Psychology

Uwa Wellassa University (Following)

G.C.E Advanced Level (2015)

Subject	Grade
Political Science	A
Logic & scientific Method	A
Dancing	B
General English	S

G.C.E. Ordinary Level (2012)

3 A Passes, 5 B Passes & 1 C Pass.

Certificate Course of Computer Application Assistant (2016)

NYSCO - Welimada.

Personal Details

Name : - M.M.Tashika Gayanthi Mapa
Date of Birth :- 06/11/1996
Gender :- Female
NIC :- 968114697V
Address :- Bokundara, SriLanka.

LANGUAGES

English 
Sinhala 

REFERENCES

01 . Major Kapila N.De Silva
Chief Human Resources Officer
SDB Bank
077- 755 3044
Kapila@sdb.lk

02 . Mr. Dilusha Silva
Deputy Manager - HR
SDB Bank
077 -574 2163
dilusha@sdb.lk

I Confirm that the information given above is true & correct to the best of my knowledge and belief.

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Date

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Signature