



THAMARANSI DHANEESHA

HR EXECUTIVE

 114/A, Sri Wimala Mw, Walana,
Panadura

 thamaransid124@gmail.com

 0769850070

 [www.linkedin.com/in/thamaran
sidhaneesha](https://www.linkedin.com/in/thamaransidhaneesha)

Gender : Female

Date of Birth : 07/03/1997

N.I.C : 975671780V

Status : Married

Nation : Sri Lankan

CAREER OBJECTIVE

To obtain a position as Human Resource Executive and that would enable me to develop my knowledge, experience and skills in the Human Resource management field. I enjoy challenges and learning new skills. I believe the discipline, flexibility, determination, motivation and dedication towards the work that I have, I would value the opportunity to contribute my skills to your organization.

WORK EXPERIENCE

HR EXECUTIVE

Radella Holdings (Pvt) Ltd (Hanco Constructions) Colombo 05

Apr 2022 - Present

- Forming and maintaining employee personal files and records.
- Managing employee lifecycle activities including joining formalities, induction, appointments, confirmations, transfers, promotions and employee documentation.
- Publishing recruitment advertisements and conducting preliminary interviews as part of the the recruitments and selection process.
- Registering new employees on the Face Recognition Machine and maintaining accurate attendance records.
- Collecting and verifying time and attendance data and payroll related information including leave, absences, advances, loans for payroll preparation.
- Preparing payroll for Labourers with company policies.
- Coordinating and facilitating staff activities and corporate functions in alignment with the annual employee engagement calendar.
- Handling gratuity calculations and payments in accordance with applicable labour laws.
- Preparing relevant documents for EPF ETF payment, AH Form registration and other all labour related matters.
- Handling employee HR queries, grivances, counselling support and disciplinary administration in accordance with company policies and procedures.

HR ASSISTANT

New Delmon Hospital (Pvt) Ltd Colombo 06

Feb 2021 - Mar 2022

- Collecting all the duty rosters before the month starts and enter to the system.
- Registering new employees on the Face Recognition Machine and daily attendance system update.
- Maintaining HRIS records and preparing monthly HR reports.
- Attending to payroll and preparing monthly salaries.
- Forming and maintaining employee personal files and records.
- Publishing recruitment advertisements and conducting preliminary interviews as part of the the recruitments and selection process.
- Managing employee lifecycle activities including joining formalities, induction, appointments, confirmations, transfers, promotions and employee documentation.
- Preparingng relevant documents for EPF ETF payment and AH Form registration.

SKILLS

- Excellent Communication & Interpersonal Skills
- HR Administration
- Teamwork & Leadership
- Problem Solving & Time Management
- Labour Law Knowledge
- Microsoft Office

LANGUAGES

- Sinhala
- English

EXTRA CURRICULAR ACTIVITIES

Member of the Scout Society of Sri Sumangala Girls' School - Panadura

RESEARCH

Studying the Impact of Employee Satisfaction on Employee Performance in the ABC organization

REFERENCES

Mr. N.N.P.Gamage
Human Resources Manager
Raddella Holdings (Pvt) Ltd
Colombo 05
Mobile : 0769961772

Mrs. L.K.Hewakodikara
Principal
Upadyaya Vidyalaya
Pananura
Mobile : 0718289504

HR INTERN

Study World Lanka Campus (Pvt) Ltd Nugegoda

Dec 2018 - Dec 2019

- Supporting to HR Executive for managing employee attendance, leave administration, while also assisting with academic coordination, marketing and other official activities.

EDUCATIONAL QUALIFICATIONS

Chartered Institute of Personnel Management - Narahenpita

PROFESSIONAL QUALIFICATION IN HUMAN RESOURCE MANAGEMENT- 2020

- Successfully completed Certificate Course in Human Resource Management. (CCHRM)
- Successfully completed Diploma in Human Resource Management. (DHRM)
- Successfully completed Professional Qualification in Human Resource Management. (PQHRM)
- Currently reading Chartered Qualification in Human Resource Management - Final Level (CQHRM)

E-Soft Metro Campus - Panadura

DIPLOMA IN INFORMATION TECHNOLOGY WITH E-COMMERCE - 2017

British Way English Academy - Nugegoda

ENGLISH DIPLOMA - 2018

Sri Sumangala Girls' School - Panadura

G.C.E ADVANCED LEVEL EXAMINATION - 2016

Art Stream

Results : 1A, 1B, 1C

G.C.E ORDINARY LEVEL EXAMINATION - 2013

Results : 4A, 2C, 3S

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Signature

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Date