

Name : Thilina Sandaruwan
Address : No 66 Janappriya M.v , Avariya watta , Alubomulla ,Panadura



Ambition

I prefer to be employed in a suitable job in your organization.

Full Name : Thilina Sandaruwan Naotunna
Gender : Male
Date of Birth : 1992 . 08 .06
Civil Status : Sri Lankan
Marital Status : Single
Contact No (mobile) : +9477 8883694 / +9475 1411552

Email : thilinasandaruwan06@gmail.com
N.I.C No : 922190380 v

School Attended : Mr / Kamburupitiya Mv (O/L)
: Mr / Telijjawila Royal College (A/L)

Education Qualifications : G.C.E O/L Examination 2008

<u>Subjects</u>	<u>Grade</u>
English	S
Buddhism	C
Sinhala	S
Mathematics	S
Business & Account Studies	S
Health & Physical Education	B
Music	S
History	C

: G.C.E A/L Examination Commerce 2012

Subject
Business Studies
Economic
Accounting

Extra Curricular Activities:

Senior Prefect Guild (2008)
Member Of The College **Cricket team** and **Volleyball team** and **ELLE team**
Senior Prefect in Sunday School (2006)

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Professional Qualification:

I Successfully Completed **THE PROGRAME IN CAREER GUIDANCE AND DEVELOPMENT** In The **CHARTERED INSTITUTE OF PERSONAL MANAGEMENT SRI LANKA (CIPM)**

I Successfully Completed **THE FOUNDATION COURSE IN HUMAN RESOURCE MANAGEMENT** In The **CHARTERED INSTITUTE OF PERSONAL MANAGEMENT SRI LANKA (CIPM)**

I Successfully Completed **CERTIFICATE COURSE IN HUMAN RESOURCE MANAGEMENT** In The **CHARTERED INSTITUTE OF PERSONEL MANAGEMENT SRI LANKA (CIPM)**

I Successfully Completed **DIPLOMA IN PROFESSIONAL IN HUMAN RESOURCE MANAGEMENT** In The **CHARTERED INSTITUTE OF PERSONEL MANAGEMENT SRI LANKA (CIPM)**

I am Following **CHARTERED INTERMEDIATE IN HUMAN RESOURCE MANAGEMENT** In The **CHARTERED INSTITUTE OF PERSONEL MANAGEMENT SRI LANKA (CIPM)**
These days

Working Experience :

I Worked at **ISURU ESTABLISHMENT** as a Computer operator (2014-2015)

- Enter to the system all datas
- Cheking all invoice
- Made quotation
- Updating all datas

I Worked at **SRI LANKA SAVINGS BANK** as a training Administrative assistant (2015-2016)

- Monitoring all administration duties
- Checking company driver's Over time sheets
- Monitoring Company stationeries iteams & updating day to day there up and down
- Write and distribute email, correspondence memos, letters, faxes and forms
- Update and maintain office Maintains and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Made payments for internal and external clients
- Provides administrative support to ensure efficient operation of office
- maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques

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I Worked at **AUTO WORK SHOP** as an Administrative Executive (2016-2017)

- Preparing and/or editing documents, such as expense reports, memos and invoices
- Creating managing databases, preparing presentations
- Order necessary office supplies
- Managing corporate stocks
- Manage office supplies stock and place orders
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Update office policies as needed
- Organize and schedule meetings and appointments
- Handle company Janitorial Service & Security Team
- Made payments for internal and external clients
- Provides administrative support to ensure efficient operation of office.
- maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques

I Worked at **BELLVANTAGE** as an Administrative assistant (2017-2018)

- Main duty is when I was working in Bellvantage, Making Gate pass in port to our employees & updating all there database (CICT Project Colombo & Hambantota)
- Maintain and update company databases
- maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Company Confidential document hand over & Take over with our main clients
- Handle company Janitorial Service & Security Team
- Checking Company employees O/T sheet & Meal sheet

I'm Worked at **Trendsman Holdings** as a Human Resources & Administrative Executive (2019-2025)

- Involing company workers recruitment process
- Control the hiring and hiring process (Workers Only)
- Improve ties between management and employees by responding to requests, grievances, or other issues.
- Maintaining a detailed record of the company's employees
- Managing workplace safety issues and complaints
- Handling employees Discipline
- Handling resignations
- Maintaining and recording employee attendance & Leave
- Handling workers daily Meal payment
- Maintain the benefits and pay schedule.
- Report to management and use HR indicators to assist in decision making
- Prepare Workers monthly salary

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I'm Worked at **ELS Construction** as a Human Resources & Administrative Senior Executive
(2025- 2026)

- Manage recruitment lifecycle for assigned roles, including sourcing, screening, scheduling, interviewing, and closing.
- Collaborate with hiring managers to identify role requirements and ideal candidate profiles
- Managing workplace safety issues and complaints
- Handling employees Discipline & Grievances
- Handling JD & JS and KPI
- All Administrative task
- Handling company meal
- Managing Employee Relations
- Handling contractual management systems including commercial contracts
- Monitoring office activities and maintenance
- Drafting of Contract Letter/warning Letter/Job extend Letter/Confirmation Letter/Job Offer Letter/Appointment Letter
- Handling Man Power Services
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organisation
- Other duties as may be assigned by management from time to time

Other Skills :

I Successfully Completed **SUN – RAY ENGLISH TRAINING COURSE** Called
SUN – RAY INSTITUTE OF ENGLISH TRAINING

I Successfully Completed a **TRAINING PROGRAMME IN BASIC BUSINESS ENGLISH AND COMMUNICATION SKILLS** In The **LIFE ENGLISH ACADEMY**

Non-related referee
Mohan Gurusinghe
Formar Senior Manager - Admin & Establishment
Sri Lanka Savings Bank

+9471 8558210 / +9411 2674703

E.K.D.L.C Edirisinghe
Formar Manager - Human Resources &
Administration
Bellvantage (pvt) Ltd
+9477 2770010 / +9411 5753753

I do here certify that the above particulars finished by me in this application are true and accurate to the best of my knowledge.