



THIRUSHI SANDUNIKA

HR Professional

About Me

I am a hardworking, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humor. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

 No.74/1,
Koskanda,
Halhota,
Horana.

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 gsthirushi@gmail.com

PERSONAL INFO

- Full Name
Gamage Thirushi Sandunika
- Date of Birth
01.03.1997
- NIC Number
975612376V
- Gender
Female



WORKING EXPERIENCE

Junior Executive -Human Resources

Medihelp Hospitals (Pvt) Ltd
(2023 August – Up to now)

- ✓ Prepare and maintain accurate and up-to-date records of all employees' EPF and ETF contributions, deductions, payments and relevant documentation.
- ✓ Initiating the online EPF and ETF payment process under the Medihelp group, generating text files and making timely monthly contributions systematically to employees' provident fund accounts.
- ✓ Stay updated on the latest EPF and ETF laws, regulations and guidelines.
- ✓ Manages the full employee life cycle, including probation evaluation, transfers, promotions, and end-to-end offboarding procedures.
- ✓ Prepare the reports and statistics on employee relations matters, including trends in complaints and other labour causes.
- ✓ Support and attend the administration of salary and compensation – related matters as per labour laws and agreements.
- ✓ Prepare and maintain EPF and ETF withdrawal forms and other statutory payments related documents.
- ✓ Handled and Coordinated all disciplinary inquiries and employee misconducted investigations, ensuring compliance with company policies and labour regulations.

❑ Marital Status
Single

❑ Nationality
Sri Lankan

PERSONAL SKILLS

❑ Sinhala Language

❑ English Language

❑ MS Office

REFERENCE

- Mrs. J.Resi Tony
(MBA, BBA,(Hons), ACMA)
Lecturer Trincomalee Campus
Eastern University
+9477 244 60 56
- Mrs. L.M. Pathirage
Chief Accountant
Ministry of
Agriculture
+94 71 85 60 457

- ✓ Supporting the implementation of onboarding and induction programs designed to help newly hired employees become familiar with the company's culture policies and procedures.
- ✓ Coordinate performance appraisal processes and preparing performance evaluation documents.
- ✓ Shortlist the candidate's CV, scheduled the interviews, maintained recruitment trackers & Prepare the employees Personal files.
- ✓ Plan and organize employee engagement activities, celebrations and outings.
- ✓ Manage daily HR operations, such as keeping updated on employees, developing HR documentation, and working with management on a variety of HR – related projects.
- ✓ Working with the MiHCM HRIS software system to seamlessly integrate the activities of the entire HR department.
- ✓ Prepare the employee Service letters, Confirmation letters, Offer letter, Warning letters, Transfer letters and other banking related documents.

🎓 EDUCATION QUALIFICATIONS

- B.Sc. in Human Resource Management Special Degree from Trincomalee Campus, Eastern University Sri Lanka- from 2019 to 2024
- Passed G.C.E Advanced Level Examination (2017)
- Passed G.C.E. Ordinary Level Examination (2013)

📖 PROFESSIONAL HISTORY

- Passed General Information Technology Examination – 2015
- Passed Buddhist Dhamma Teacher's Examination 2017 (2018)
- Certificate of completion in MS Office by Divisional Computer Resource Center - Taxila Central College.

👛 PERSONAL ACHIEVEMENT

- Holding the positional of school prefect (2013)
- Holding the post of Deputy Secretary of Literary Society & Buddhist Society.
- Member of the school Oriental Band.

I hereby attest that the above given information are true and correct according to the best of my knowledge.

G.T. Sandunika