



H. R. T. VANDANA PEIRIS

HR EXECUTIVE

PROFILE

My objective is to always work for the best of my ability and thereby contributing towards the growth of the company, which would also help to advance my career prospects. I believe that hard and dedicated work will give me good results and I would be able to enhance my prospects and achieve my career goals.

CONTACT

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+94771606104

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Address:
No.60/1,
Purana Mirigama,
Mirigama

PERSONAL INFO

H.R. THISARANI VANDANA PEIRIS

DATE OF BIRTH : 1998.08.31

AGE : 27 YEARS

NIC NO. : 987443308V

RELIGION : BUDDHIST

NATIONALITY : SRI LANKAN

GENDER : FEMALE

WORKING EXPERIENCE

CINERGIX(PTY)LTD|CREATELY - ORION CITY Colombo 09
February 2025 to Present - HR Executive



Utilize extensive knowledge, communication skills, organizational abilities and experience in Human Resources Service providing towards fulfilling the company's goals and objectives.

- Monitoring of employee leave and attendance
- Handling Evaluations of probationers.
- Handle personal files and update relevant documents.
- Handling Evaluations of probationers.
- Preparation of Appointment letters, Probation Confirmation letters, Service Confirmation letters, Salary Confirmation letters, Increment letters, Service letters.
- Handling all recruitment process.
- Handling personal files and update relevant documents.
- Assist to conduct internal orientation to newly hired employee.
- Preparing other reports and letters when necessary
- Process documentation and prepare reports relating to personnel activities (staffing, recruitments, training, grievances, performance, attendance, evaluations etc.

BEN HOLDINGS PVT LTD (EAP Group) - Colombo 08
December 2021 to February 2025- HR Assistant to HR Executive (3 Years & 2Months)



- Monitoring of employee leave and attendance through MintHRM system and preparing monthly attendance reports.
- Updating the HRIS and the MintHRM systems.
- Preparation of Monthly OT of Minor staff.
- Preparation of Appointment letters, Probation Confirmation letters, Service Confirmation letters, Salary Confirmation letters, Warning letters, Service letters.
- Handling Evaluations of probationers.
- Assist in employee disciplinary action process.
- Assist to the inquiry process of all BEN Group
- Assist in organizing employee engagement activities.
- Assist all recruitment process.
- Handle personal files and update relevant documents.
- Assist in streamline HR policies, procedures, documents management process and personal files in MintHRM
- Coordinate with entity companies and document forwarded to the relevant parties.
- Assist with day-to-day operations of the HR Functions and duties.
- Handle ABH Forms /EPF/ETF
- Provide clerical and administrative support to HR executives for overall group HR.

SKILLS

- Teamwork
- Time Management
- Interpersonal Communication
- Leadership
- Decision Making
- Adaptability
- Conflict Resolution
- Multitasking
- Flexibility
- Fluent in English and Sinhala

HOBBIES & INTERESTS

- Actively participate in organizing community events.
- Attending events, shows and exhibitions.
- Following business and financial news.

NON-RELATED REFEREES

P I PRIYADARSHANA

MANAGER - HR
BEN HOLDINGS PVT LTD.
NO.42, DR. N M PERERA MW,
COLOMBO 08.
TEL: 0774020429

KAMAL LIYANAARACHCHI

(FORMER CHIEF ENGINEER OF
CINNAMON HOTELS & RESORTS)
FACILITIES ENGINEER,
REALTY MANAGEMENT SERVICES
(PVT) LTD
(FULLY OWNED SUBSIDIARY OF
OVERSEAS REALTY CEYLON LTD)
18-01 EAST TOWER,
WORLD TRADE CENTER,
ECHELON SQUARE,
COLOMBO 01
TEL: 077 3796611
077 7809512

- Process documentation and prepare reports relating to personnel activities (staffing, recruitments, training, grievances, performance, attendance, evaluations etc.
- Assist to conduct internal orientation to newly hired employee.
- Preparing other reports and letters when necessary

MINISTRY OF FINANCE – Colombo 01

July 2019 to November 2021 – Intern (1Year & 6 Months)

- Familiarized with documentation activities which relate to the internal audit department and prepared audit reports for six-month period.
- Assisting in the preparation of cabinet papers required by the Parliament and observations of Finance minister for cabinet memoranda.
- Engaged with the "Gamperaliya" project at ministry of finance.
- At department of public finance, working at procurement division of the department and engaging with procurement related matters and working on relevant documentation works.



PROFESSIONAL QUALIFICATIONS

- Followed Bachelor of Art Degree in Social Science - Open University Sri Lanka – 1st October 2024 (Reg. No:119249842)
- Followed a Diploma in Human Resource Management and Administration in (SITC) Campus Certificate ID: DHR-2023-HRM2023 (<http://sitc.lk/syllabus>)
- Followed a Diploma in Psychology and Counselling in (SITC) Campus. Certificate ID: DPC-2023-PC2293 (<http://sitc.lk/syllabus>)
- Followed ICT course & professional English course (N.V.Q. Level 4) at the DVTC Veyangoda which conducted under the Vocational Training Authority - Sri Lanka. (Jan - June 2019)

ACADEMIC QUALIFICATIONS

G.C.E. Ordinary Level Examination in the year of 2014

Bandaranayake Maha Vidyalaya – Mirigama

G.C.E. Advance Level Examination in the year of 2018

Ke/ Dudley Senanayake Central College – Tholangamuwa

PERSONAL ATTRIBUTES

Strong in numerical and analytical skills, handling math, estimations and possess a proactive approach to problem solving.

Excellent attendance record at school and participation in extra-curricular activities demonstrates the reliability and trustworthiness of my character.

IT literate with the ability to use most basic software packages to intermediate level like Microsoft WORD, Excel, and PowerPoint