



VINODI KAUSHALYA

PROFILE

A motivated and versatile professional with experience in Human Resources, Sports Science, and Office Administration. Skilled in managing student records, documentation, and exam support while ensuring safety and comfort in school operations. Leveraging expertise in HR strategies and sports science principles to enhance employee well-being, performance, and organizational growth. Adept at multitasking in busy environments, with strong organizational, communication, and interpersonal skills. Committed to creating a positive and productive environment that maximizes both individual and team potential.

WORK EXPERIENCE

Al Diyafah High School - Dubai

Office Assistant

2024 - JAN 2026

- Prepared and maintained student files and records with accuracy and confidentiality.
- Handled office tasks such as photocopying, scanning, and printing.
- Managed and organized student documents to ensure easy access and proper filing.
- Assisted in coordinating and supporting entrance examinations.

Calzedonia Holding S. P. A. Italy

Omega Line Ltd, Sandalankawa, Sri Lanka

Human Resource Officer

2022 - 2023

- Managed employee relations, including investigations, conflict resolution, and disciplinary guidance.
- Administered HRIS (hSenid) and maintained accurate employee records.
- Prepared payroll, managed EPF/ ETF, generated reports, and analyzed HR data to support management decisions.
- Designed and delivered training programs on leadership, diversity, change management, and employee well-being.
- Advised managers and employees on HR policies and employment laws to ensure fair and compliant practices.

National Lottery Board Agency - Veyangoda

Accountant

2024 - 2025

- Streamlined office operations by monitoring and replenishing inventory of essential supplies.
- Performed accurate data entry and handled accounts payable tasks with a focus on financial precision.
- Operated cash register and processed transactions, including refunds and exchanges, in a timely accurate manner.

REFERENCE

Mr. Dileepa Liyanagama

Assistant Manager- Human Resources

Omega Line Ltd, Sri Lanka

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Mrs. Deepa Sasidharan

Registrar - Al Diyafah High

School, Dubai

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Munagama, Horana

EDUCATION

2017 - 2022

B.Sc (Hons) in Sports Sciences
and Management

Sabaragamuwa University of
Sri Lanka

2013 - 2015

G.C.E. Advanced Level

Examination (Commerce Stream)

Veyangoda Bandaranayake

Central College

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication

SOFTWARE SKILLS

- MS office
- hSenid Software

LANGUAGES

- Sinhala
- English

PERSONAL

- Date of birth : 26. 11. 1996
- NIC No : 968314629V
- Civil Status : Married