



ANESTA KRISHANTHINI

0768388810

anestakrishanthini@gmail.com

Anesta Krishanthini

Profile Summary

Results-oriented Human Resources Executive with 2 years of practical experience in recruitment coordination, employee clearance processes, and core HR operations. Proven ability to manage payroll, attendance, and administrative HR functions efficiently. Qualified with an Advanced Certificate in HRM and a Diploma in Professional HRM; currently following Chartered Intermediate HRM at CIPM.

Work Experience

Executive – Human Resources (May 2025 - Present) Sitrek Courier Service - Head Office (Employee carder 500 - 600)

- Manage end-to-end payroll processing, ensuring accurate and timely salary disbursement.
- Managed attendance tracking, leave administration, and timely submission of data for payroll processing.
- Supported end-to-end recruitment processes including job postings, CV screening, shortlisting, and interview coordination.
- Maintained and updated employee personal files, HR databases, and personnel records with accuracy and confidentiality.
- Assisted onboarding activities by preparing appointment letters, collecting employee documentation, and conducting orientation programs.
- Coordinated employee engagement initiatives, training programs, and internal HR communications.
- Handled employee inquiries and grievances, providing guidance in line with HR policies and procedures.
- Assisted with statutory compliance and documentation including EPF, ETF, and other applicable labor requirements.
- Coordinated employee exit processes including clearance procedures, documentation, and exit interviews.
- Prepared HR reports, recruitment trackers, and weekly/monthly MIS reports for management review.
- Ensured compliance with company HR policies, procedures, and labor regulations.
- Managed employee insurance administration including registrations, renewals, and claims follow-ups.
- Administered employee confirmations and contract renewals while maintaining accurate employment records.
- Coordinated occupational health, safety, and welfare programs to support OSH compliance and employee well-being.

Assistant - Human Resources (July 2024 - May 2025)

Sitrek Courier Service - Head Office (Employee carder 500 - 600)

- Assisted with job postings, CV sorting, and interview scheduling.
- Maintained employee files and updated HR records.
- Supported onboarding by preparing joining documents and collecting details.
- Updated attendance and leave records for payroll support.
- Assisted in employee engagement activities and training coordination.
- Responded to routine employee queries and provided basic HR support.
- Supported EPF/ETF documentation and HR compliance records.
- Assisted with exit clearance and documentation.

Intern - Human Resources (March 2024 - June 2024)

Sitrek Courier Service - Head Office (Employee carder 500 - 600)

Personal Details

Full Name:

Hendan George Anesta Krishanthini

Home Address:

90/15, Peterson Lane, Wellawatta, Colombo – 06.

Date of Birth

10th July 2002

Nationality

Sri Lankan

Gender

Female

NIC No

200269201533

Areas of Expertise

- End-to-End Recruitment & Selection
- HR Operations & Administration
- Payroll & Attendance Management
- Employee Relations & Grievance Handling
- Onboarding, Confirmation & Exit Management
- Statutory Compliance (EPF / ETF / Labor Documentation)
- HR Policy Implementation
- Employee Engagement & Training Coordination
- HR Reporting, MIS & Data Management
- Insurance Administration & Benefits Management
- Occupational Health, Safety & Welfare (OSH)

Technical Skills

- HRI S Knowledge (hSenis, HRMates)
- IT and Computer Literacy
- Microsoft Office Proficiency
- Data Entry, Typing, and Record Keeping
- Internet and E-mail Management

Educational Qualifications

- G.C.E. Advanced Level (Art Stream) – 2023**
Passes: A, B, C
- G.C.E. Ordinary Level – 2018**
Passes: 4 A, 3 B, 1 C, 1 S

Professional Qualifications

- Chartered Intermediate in HRM (Reading)**
Chartered Institute of Personnel Management Sri Lanka (CIPM)
- Diploma in HRM (2025)**
Chartered Institute of Personnel Management Sri Lanka (CIPM)
- Advanced Certificate in HRM (2024)**
Chartered Institute of Personnel Management Sri Lanka (CIPM) Grade – Merit Pass
- Diploma in English**
British Informatics of Computer Technology (BICT)
- Diploma in IT**
British Informatics of Computer Technology (BICT)

Extra-Curricular Activities

- Junior Prefect, R. Ferguson High School – 2012
- Junior Prefect, R. Convent of the Child Jesus National School – 2014.

Non-Related Referees

Mr. Dasun Ayeshmantha
Manager – HR, SITREK SECURITY SOLUTIONS(PVT)LTD
E-mail: dasunayesh@gmail.com | Contact No: 077 484 1700

Mr. Ishan Samaranayaka
Group Snr Manager – HR, KARUNARATHNA GROUP OF COMPANIES
E-mail: ishansamaranayaka@gmail.com | Contact No: 077 714 9761

Personal Skills

- Strong communication and interpersonal skills
- Attention to detail and accuracy
- Time management and organizational skills
- Ability to maintain confidentiality
- Teamwork and collaboration
- Problem-solving skills
- Adaptability and willingness to learn
- Professional ethics and integrity
- Multitasking and prioritization
- Positive attitude and reliability

Language Skills

- English** (Working Proficiency)
- Tamil** (Native)
- Sinhala** (Fluent)

I do hereby certify that the above information is true and accurate to the best of my knowledge.

Best Regards,
Anesta Krishanthini