



GIMHANI SANKALPANA

ASPIRING HR PROFESSIONAL

PROFILE

An enthusiastic and motivated aspiring Human Resources professional currently pursuing a Professional Diploma in HRM at CIPM Sri Lanka. Possesses strong communication, organizational, and interpersonal skills with a keen interest in recruitment, employee engagement, and HR operations. Seeking an opportunity to gain hands-on experience and contribute effectively as an HR Assistant.

WORK EXPERIENCE

David Pieris Leisure (Private) Limited (David Pieris Group)

HR INTERN - 06 MONTHS

2025-2026

- Assisted in end-to-end recruitment processes including CV screening and interview coordination
- Supported payroll activities by preparing and verifying salary-related documentation
- Maintained accurate and confidential employee records and HR databases
- Handled HR documentation and administrative tasks efficiently
- Provided support for daily HR operations and employee-related activities
- Handle of employee personal files and following up all the pending documents
- Support to the L & D function.

PROFESSIONAL QUALIFICATIONS

2025-2026

- Diploma In Professional Human Resources Management (DPHRM) (Expected Completion 2026) at Chartered Institute of Personnel Management (2025) CIPM Sri Lanka
- Successfully Completed Chartered Institute of Personnel Management (2025) CIPM Sri Lanka
- ACHRM in Chartered Institute of Personal Management CIPM Colombo.
- CET CAMPUS -English Teaching Diploma in Cet Campus (2025)
- ESOF METRO CAMPUS -Information Technology Diploma and English Diploma (2023)

REFERENCE

Pathmini Chandralatha
Bodyline (Pvt) Ltd.
Production Executive
Phone : 077-4612577

Hasini perera
Account assistant
Econopack industries (pvt) Ltd
Phone:
074-0979298

CONTACT

076-9160145

gimhanisankalpana2003@gmail.com

125/37,Rathmalgoda ,
poruwadanda , Horana

EDUCATION

2019

O LEVEL EXAMINATION

- Successfully Completed with B1 , C 4 , S3.

2022/2023

A LEVEL EXAMINATION

- Successfully Completed with C2,S2.

HR & ADMINISRATIVE SKILLS

- Recruitment Support
- HR Documentation Handling
- Payroll Assistance
- Employee Record Management

Soft Skills

- Communication
- Team work
- Time Management
- Leadership
- Critical Thinking

Language - English
Sinhala