

Nalika Madushani Jayarathna

Millighawatta, Gamima, Nawadagala, Sri Lanka
0094764889258,

Admin Executive, Payroll Executive, Human Recourse
Executive

nalimadushani@gmail.com
[LinkedIn Profile](#)

I am an enthusiastic person capable of handling any responsibility, and highly motivated. Enjoy learning new skills, new methods and adapts to various working, with a minimal supervision.

Highly experienced Human Recourse with 7 years of experience in the field. Proven track record of success in recruiting, staffing and employee relations. Strong background in developing and implementing HR policies and procedures.

Skills

- Cost management
- Payroll management
- Excellent in English and fair in Hindi Speaking
- Ability to work in a team
- Expertise in recruiting and staffing
- Excellent communication skills
- Work with minimum supervision
- Attention to details
- Proven ability to develop and implement HR policies and procedures
- Experience with employee relations
- Good in computer-based applications (MS Word, Excel, PowerPoint,)

Familiar Work Place

Hospitals, Constructions, Garment Factory

Work Experience

[OCTOBER, 2017] – [TO DATE]

Admin and Human Recourse Executive / [SMS HOLDINGS (PVT) LTD]

Responsibilities:

- Oversee all aspects of human resources for a company with over 400 employees.
- Develop and implement HR policies and procedures.
- Lead the recruitment and staffing process for all departments
- Manage employee relations and resolve any issues that arise
- Develop and implement employee engagement initiatives
- Provide guidance and support to managers on a wide range of HR issues
- Maintaining employee related attendance & leave records,
- Updating leave forms and manual alteration to the Time and Attendance system,
- Handle EPF/ETF

[DECEMBER, 2015] –[SEPTEMBER,2017]

Human Recourse Assistant / [Nawaloka Hospital PLC]

Responsibilities:

- Worked closely with the HR Director to develop and implement HR policies and procedures.
- Led the recruitment and staffing process for all departments.
- Managed employee relations and resolved any issues that arise
- Provided guidance and support to managers on a wide range of HR issues

[March, 2015] – [September, 2015]

Human Recourse Trainee / [Vouge Tex (Pvt) Ltd]

Responsibilities:

- Preparing, Maintain and documentation of personal files.
- Fully support to the training programs and update the training programs details.
- Coordinate communication with candidates and schedule interviews.
- Coordinated internal & external events, Engaged in Employee counseling

Education

OCTOBER 2015

Higher National Diploma Management (Specialize Human Resource) / Advance Technical Institute.

NOVEMBER 2014

Foundation course in Human Recourse Management / Institute Personal Management of Srilanka

Computer Literacy

Computer Office Applications

Certificate in Computer Office Application Conducted By Open University in Srilanka

References

Geeth Samarasena

Manger

Vouge Tex (PVT) LTD

0094777359459

Tuan K Jamalou

Training and Development Manager

Nawaloka Hospital PLC

009477810226

I hereby declare that, to the best of my knowledge and belief, above data correctly describes me, my qualifications, and my experience.

Nalika Madushani Jayarathna