



Dinesha Gomes

Experienced HR professional with a strong background in human resource management across various industries. Over 06 years of expertise in employee counseling, records management, performance evaluation, recruitment, and training. Adept at fostering positive employee relations and enhancing team collaboration. Proficient in MS Office and HRIS systems, with a commitment to maintaining confidentiality and promoting a productive work environment.

Contact



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dineshagomes45@gmail.com



16, Kurunduwattha, Bellanthudawa,
Bandaragama, Sri Lanka

Personal

- Name : B.D.T Gomes
- Gender : Female
- Date of Birth : 01st February 1992
- Civil Status : Married
- Nationality : Sri Lankan

Skills

- Communication skills
- Time management
- Adaptability
- Teamwork
- Technical Skills (MS Office & Email)
- Employee Counseling
- Employee Records Management
- Employee Performance Evaluation
- Recruitment and Selection
- Training and Development
- Employee Relations

Languages

- Sinhala
- English
- Hindi

References

Ms. Udeshika Kumari
Assistant HR Manager
Classic Fashion Apparel (Pvt) Ltd,
Jordan, PO 54, Ramtha, Irbid
udeshi@cfaiteam.com
00962-778497500

Mr. Ahsab Ilyas
Factory Manager
AsiaBike Industrial Limited – Horana
Rathnapura Road, Boralugoda,
Poruwadanda, Horana
0094-777221020

Education

- G.C.E. (Advanced Level) Examination- 2012
- G.C.E. (Ordinary Level) Examination – 2008

Professional Qualifications

- Human Resource Management Certificate Course – NIBM
- Human resource Management Foundation Course – NIBM
- CAB (Computer application in Business) Course - University of Colombo
- Professional English Course - Lalith Athulathmudali Vocational Training Center

Experience

HR Executive

AsiaBike Industrial Limited, Horana

July 2022 - August 2024

- Providing counseling on policies and procedures.
- Supporting the management of disciplinary and grievance issues.
- Maintaining employee records (attendance, EEO data, etc.) according to policy and legal requirements & HRIS.
- Maintaining employees' personal files.
- Assisting the employee performance evaluation process.
- Supporting the HR team regarding monthly payroll and attendance details.
- Filling ABH forms & EPF/ETF claim forms.
- Assisting with the process of recruitment of workers, holding interviews, and conducting induction and training programs.

HR Executive

Classic Fashion Apparel (Pvt) Ltd., Jordan

August 2019 - February 2021

- Visa Processing
- As Per the Cadre Requirement, Assisting with The Process of Recruitment of Workers, Holding Interviews and Conducting Induction Program, Training programs.
- Problem Solving and Grievance Handling

HR Coordinator

Classic Fashion Apparel (Pvt) Ltd., Jordan

August 2016 - September 2018

- Providing Counseling on Policies and Procedures
- Supporting the Management of Disciplinary and Grievance Issues
- Maintaining Employee Records (Attendance, EEO Data Etc.) according to Policy and Legal Requirements & HRIS.
- Assist The Employee Performance Evaluation Process
- Supporting To Assist the HR Team Regarding Monthly Payroll and Attendance Details.

HR Assistant

Prashakthi Janitorial Service, Horana

June 2015 - July 2016

- Participate for Audit process with Bodyline Team (MAS)
- Handling Payroll System (Manual)
- Administration work
- Maintaining Employee Records (Attendance, EEO Data Etc.) according to Policy and Legal Requirements
- As Per the Cadre Requirement, Assisting with The Process of Recruitment of Workers, Holding Interviews and Conducting Induction Program, Training programs.
- Filling ABH Forms & EPF/ ETF Claim Forms