



PROFILE

Motivated and detail-oriented BSc (Hons) Human Resource Management undergraduate at Eastern University, Trincomalee Campus. Passionate about talent acquisition, employee engagement, and organizational development. Skilled in HR operations, administrative support, and maintaining confidentiality, with strong interpersonal and problem-solving abilities. Eager to apply academic knowledge, gain hands on experience, and contribute effectively to a dynamic organization.

CONTACT

- 076- 432 3898
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- No.275,
Gamagoda road,
Palannoruwa,
Gonapala.

SKILLS

- Talent Acquisition & Recruitment
- Employee Engagement & Relations
- Organizational Development
- HR Administration & Documentation
- Confidentiality & Data Management
- Interpersonal & Communication Skills
- Problem Solving & Critical Thinking
- Adaptability in Dynamic Environment
- Time Management & Multitasking
- Proficient in MS Office Package

LANGUAGES

- Sinhala
- English
- Tamil

DULAKSHI SANDEEPANI

PERSONAL DETAILS

- Name with initials :G.D.Dulakshi Sandeepani
- ID Number :997971949V
- Date of birth :1999.10.23
- Gender :Female
- National status :Sri Lankan
- Civil status :Single

EDUCATIONAL QUALIFICATIONS

- Bachelor of Science Honours in Human Resource Management- Trincomalee Campus, Eastern University, Sri Lanka
- Passed G.C.E. Advanced Level Examination (2019) with "2A", "1B" in Art stream -Taxila Central College ,Horana
- Passed G.C.E. Ordinary Level Examination (2015) with "3A", "6C"- Taxila Central College, Horana

PROFESSIONAL QUALIFICATIONS

- Completed Diploma in Psychology and counselling - SITC Campus (2024-2025)
- Completed Diploma in Business Management and Principles of Economics - SITC Campus (2022-2023)

COURSE AND CERTIFICATES

- Certificate in English - Sri Lanka English language graduates' association (2022)
- Certificate in spoken English - Youn Saviya (2019)
- Certificate in Web Designing - Divisional Computer Resource Center (2018)
- Certificate in Computer Applications - Divisional Computer Resource Center (2016)

WORK EXPERIENCE

- Worked as a HR Intern at MAS Bodyline (Pvt) Ltd (2025 October - 2026 April)
- Worked as a HR Assistant at Bondville Pvt Ltd (2020 September - 2021 May)
- Worked as a Trainee HR Assistant at Bondville Pvt Ltd (2020 February- 2020 August)

LEADERSHIP AND INVOLMENT

- Senior Prefect at Taxila Central College, Horana (2016-2017)
- Participated Dancing Competitions (Interfaculty) at Trincomalee campus
- Participated Elle, Running, Chess competitions (Interdepartmental)

REFERENCE

- Anuja Raveenther
Senior Lecturer in Human Resource Management
Trincomalee Campus, Eastern University, Sri Lanka.
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- Chathura Kularathna
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