



GIMHANI SANKALPANA

ASPIRING HR PROFESSIONAL

gimhanisankalpana2003@gmail.com | 076-9160145

125/37, Rathmalgoda, Poruwadanda, Horana

SUMMARY

An enthusiastic and motivated Human Resources professional with practical experience in HR operations and administration at David Pieris Leisure. Experienced in recruitment support, employee engagement, HR documentation, employee record management, payroll-related activities, ERP data management, and day-to-day HR operations. Successfully completed the Professional Diploma in Human Resources Management (DPHRM) at CIPM Sri Lanka and currently pursuing the Chartered Institute of Human Resource Management (CIHRM) qualification. Strong communication, interpersonal, organizational, teamwork, and problem-solving skills, with a positive attitude towards learning and taking on new responsibilities. Seeking an opportunity to further develop my HR career while contributing effectively to the organization.

SKILLS

Skilled in supporting recruitment activities including CV screening and interview coordination, maintaining employee personal files and HR records, handling HR documentation, and following up on pending employee documents. Experienced in employee engagement activities, employee queries, payroll-related documentation, and updating employee master data through ERP systems. Possess strong communication, teamwork, time management, leadership, and organizational skills, with good knowledge of MS Office and the ability to work effectively in a professional team environment.

WORK EXPERIENCE

David Pieris Leisure (Private) Limited (David Pieris Group) Dec 2025 - Sep 2026

HR INTERN - HR OPERATIONS & ADMINISTRATION

- Assisted with end-to-end recruitment activities, including CV screening, shortlisting candidates, interview scheduling, and coordination with candidates and interviewers.
- Supported employee onboarding activities and maintained accurate and confidential employee personal files and records.
- Prepared and handled HR documentation, including appointment letters, intern letters, resignation-related documents, and other employee-related records.
- Knowledge and hands-on experience in using the company's HR Information System for HR-related processes and employee data management.
- Updated and maintained Employee Master Data and employee information through the ERP system.
- Followed up on pending employee documents and ensured required records were properly maintained and updated.
- Supported employee engagement activities, workplace events, recognition initiatives, and other HR-related activities.
- Provided support to the Learning & Development function in coordinating relevant HR and employee development activities.
- Supported the Operations Division as an HR Business Partner by understanding employee concerns, providing HR support, and coordinating with management on employee-related matters.
- Assisted with day-to-day HR operations and employee queries, ensuring timely coordination and communication with employees.

EDUCATION

CIPM SRI LANKA - Chartered Institute Of Peasonal Management 2024 Dec - 2026 Sep

- Chartered Institute of Human Resource Management (CIHRM) -Currently Pursuing
- Professional Diploma in Human Resources Management (DPHRM),CIPM sri Lanka- Successfully Completed
- Advanced Certificate in Human Resource Management (ACHRM) -CIPM Sri Lanka -Successfully Completed
- Diploma in English Teaching - CET Campus - Successfully Completed
- Diploma in Information Technology & English - ESOF Metro CampusSuccessfully Completed

G. C.E. A/L - 2022 - Successfully Completed With C2,S2. (2022)

G.C.E. O/L - 2019- Successfully Completed With B 1, C 4, S3. (2019)

REFERENCE

Mr. Thilanka Aththanayaka
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