



HARSHANI FERNANDO

Human Resources Professional | HR Assistant
HR Executive | Recruitment & Employee Relations

CONTACT DETAILS

Mobile

+94 76 377 5955

Email

sathyaf024@gmail.com

Address

231, Rajamaha Vihara Road, Mirihana,
Sri Jayawardenepura Kotte, Western
Province, Sri Lanka

PERSONAL DETAILS

- **Date of Birth:** 12 June 2001
- **Nationality:** Sri Lankan
- **Gender:** Female
- **Languages:**
Sinhala | English | Japanese

CORE COMPETENCIES

- Talent Acquisition & Recruitment
- Employee Relations & Engagement
- HR Administration & Documentation
- Employee Onboarding & Orientation
- Performance Management Support
- HR Policies & Compliance
- Training Coordination & Development
- HRIS & Employee Record Management
- Communication & Stakeholder Management
- Microsoft Office & Administrative Support

PROFESSIONAL SUMMARY

Motivated and detail-oriented Human Resource professional with more than two years of progressive experience in HR administration, recruitment, employee relations, onboarding, training coordination, performance management, and HR documentation. Holds a Bachelor's Degree in Human Resource Management with a Second-Class Lower Division and multiple professional qualifications in Human Resource Management, Psychology, Sociology, Business Management, Information Technology, and Languages. Currently pursuing postgraduate studies in Human Resource Management while advancing professional accounting qualifications. Recognized for strong interpersonal skills, professionalism, organizational ability, and commitment to supporting business success through effective people management. Seeking opportunities across HR, Administration, Talent Acquisition, Employee Relations, Learning & Development, and Corporate Support functions.

PROFESSIONAL EXPERIENCE

HR Assistant

Sudarshan Pack (Pvt) Ltd. Moratuwa, Western Province, Sri Lanka
1 Year 5 Months

Key Responsibilities

- Coordinated end-to-end recruitment activities including sourcing, screening, interview scheduling and candidate communication.
- Assisted with onboarding programmes, induction sessions and employee documentation.
- Maintained confidential employee records, HR files and personnel documentation.
- Supported attendance, leave administration and HR database management.
- Assisted with employee performance appraisal processes and performance reviews.
- Coordinated employee training programmes and monitored development initiatives.
- Supported employee engagement, welfare programmes and team-building activities.
- Prepared HR reports, presentations and management documentation.
- Assisted in implementing HR policies and maintaining compliance with labour regulations.
- Worked closely with management to support day-to-day HR operations and employee relations.

Human Resources Intern

Sudarshan Pack (Pvt) Ltd. Moratuwa, Western Province, Sri Lanka
6 Months

- Supported recruitment and onboarding activities.
- Assisted HR administration and employee documentation.
- Coordinated training schedules and maintained HR records.
- Assisted in employee engagement initiatives and administrative support.

SECONDARY EDUCATION

General Certificate of Education - Advanced Level Examination, Sri Lanka

Princess of Wales' College, Moratuwa,
Western Province, Sri Lanka
2020 | Successfully Completed

General Certificate of Education - Ordinary Level Examination, Sri Lanka

Princess of Wales' College, Moratuwa,
Western Province, Sri Lanka
2017 | Successfully Completed

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Internet & Email Communication
- HR Documentation
- Record Management
- Data Entry
- Administrative Reporting
- Digital Communication

PROFESSIONAL STRENGTHS

- Excellent interpersonal communication
- Strong organisational and planning abilities
- Leadership and teamwork
- Time management
- Analytical thinking
- Problem solving
- Decision making
- Adaptability
- Confidentiality and integrity
- Professional ethics
- Conflict resolution
- Customer-focused approach

Human Resources Trainer

Traffic Tours Travels & Transporters (Pvt) Ltd. Maharagama, Western Province, Sri Lanka
3 Months

- Assisted in coordinating employee training programmes.
- Delivered orientation sessions for new employees.
- Supported employee skill development initiatives.
- Prepared training materials and monitored employee participation.

HIGHER EDUCATION

Master of Human Resource Management

Imperial College of Business Studies, Colombo, Sri Lanka
Following

Bachelor of Business Management (Human Resource Management)

Preah Sihamoniraja Buddhist University (PSB University), Cambodia
03 Years | Successfully Completed

- Award: **Second Class Lower Division**

PROFESSIONAL QUALIFICATIONS

Human Resource Management

Diploma in Human Resource Management

Lanka Professional Education Centre (LPEC), Kiribathgoda, Sri Lanka
01 Year | Successfully Completed

Accounting

AAT Level II

Association of Accounting Technicians of Sri Lanka, Colombo, Sri Lanka
Following

AAT Level I

Association of Accounting Technicians of Sri Lanka, Colombo, Sri Lanka
Successfully Completed

Business Management

Diploma in Business Management

Lanka Professional Education Centre (LPEC), Kiribathgoda, Sri Lanka
01 Year | Following

Psychology & Social Sciences

Diploma in Psychology and Counselling

SITC Campus, Gampola, Sri Lanka
01 Year | Successfully Completed

VOLUNTEERING & PERSONAL INTERESTS

- Community Service
- Volunteering Activities
- Continuous Professional Development
- Human Resource Research
- Learning Emerging HR Practices
- Personal Growth & Leadership Development

REFERENCE

Available upon request.

I do hereby declare that all the information and facts furnished above are true, correct and complete to the best of my belief and knowledge.

Diploma in Sociology

SITC Campus, Gampola, Sri Lanka
01 Year | Successfully Completed

Information Technology

Diploma in Information Technology

SITC Campus, Gampola, Sri Lanka
01 Year | Successfully Completed

Language Qualifications

English Certificate Course

Sun Vision English Academy, Sri Lanka
03 Months | Successfully Completed

Diploma in English Language

SITC Campus, Gampola, Sri Lanka
01 year | Successfully Completed

Advanced Certificate Course in English

British Way English Academy, Sri Lanka
02 months | Successfully Completed

Japanese Language Course

Sensei Japanese Center, Matara, Southern Province, Sri Lanka
06 Months | Successfully Completed