

HIRUSHI ERANDIKA

HR ASSISTANT

CONTACT

☎ 0773942795/0701231309

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📍 477/1A, Gadabuwana, New Road, Piliyandala.

1999.12.24

EDUCATION

Feb 2022 – Jan 2026

- BSC MANAGEMENT (PUBLIC) GENERAL (EXTERNAL) DEGREE, UNIVERSITY OF SRI JAYAWARDENAPURA (COMPLETED)

COURSES

- AA1 – ACCOUNTING ASSISTANT, AAT SRI LANKA (PASS)
- CERTIFICATE IN COMPUTER STUDIES, COMPUTER EDUCATION CENTRE – KESBAWA (PASS) February 2016 – August 2016
- CERTIFICATE IN ENGLISH LANGUAGE, NIBM (PASS) September 2018 – December 2018
- COMPUTER TRAINING, THE DEPARTMENT OF NATIONAL ZOOLOGICAL GARDENS March 2019 – June 2019
- DIPLOMA IN HUMAN RESOURCE MANAGEMENT WITH COUNSELLING & PSYCHOLOGY, HUMAN RESOURCE MANAGEMENT INSTITUTE May 2019 – December 2020
- IMPORTANT OF EPF & ETF, NATIONAL INSTITUTE OF LABOUR STUDIES March 2022 – March 2022

PROFILE

Human Resource Assistant with 5+ years of experience in employee relations, onboarding, and offboarding processes. Adept in developing policies and procedures to ensure compliance with regulations. Skilled Human Resource Assistant with a good understanding of HR principles and practices. Capable of analyzing trends in employee performance and providing guidance to management. Reliable Human Resource Assistant with a clear understanding of payroll and benefits administration. Experienced in recruitment, onboarding, and performance management. Detail-oriented Human Resource Assistant with expertise in conflict resolution, training, and policy development. Successfully managed recruitment processes for major corporations.

WORK EXPERIENCE

■ EMERALD INTERNATIONAL (PVT) LTD (Contract), KOTTAWA

HR ASSISTANT DECEMBER 2019 – JUNE 2020

- Prepared and maintained employee records in accordance with company policies and legal requirements.
- Handled employee benefits inquiries and processed enrollments, changes, and terminations.
- Assisted with the organization of company and team events.
- Monitored performance management processes and provided guidance to managers.

■ THALINA SHIPPING (PVT) LTD, MAHARAGAMA

HR ASSISTANT 2021 MARCH – 2026 SEPTEMBER

- Assisted in the recruitment process by screening and interviewing potential candidates.
- Maintain employee records and ensure personnel files are accurate and up to date.
- Prepare onboarding documents and assist with new employee orientation.
- Process employment-related paperwork, such as contracts, benefits enrollment, and termination documents.
- Assist with monthly payroll preparation and support payroll by tracking employee attendance, leave, and timesheets.
- Prepared and maintained employee records in accordance with company policies and legal requirements.
- Handled employee benefits inquiries and processed enrollments, changes, and terminations.
- Developed and implemented employee engagement strategies to increase satisfaction and retention.
- Coordinate training sessions and maintain training records.
- Assisted with the organization of company and team events.
- Created and maintained an HR database for employee records.
- Monitored performance management processes and provided guidance to managers.
- Assisted with the development of job descriptions, salary scales, and organizational charts.

REFERENCE

R.A.K.WASANTHI – 0718021795

SAMURDHI BANK – DEVELOPMENT OFFICER