

H.G.I.SASANGIKA

Human Resource and Finance Professional

PROFILE

Dedicated and detail-oriented HR Executive with over 20 years of experience in human resources management and finance. Adept at implementing HR strategies that support business objectives and foster a productive work environment. Strong interpersonal and communication skills with a commitment to maintaining a positive company culture.

PROFESSIONAL EXPERIENCE

Orange IT Company – Sri Lanka Junior HR Executive | Oct 2022 – Present

- **Financial Oversight:** Prepare the Annual Budget and Monthly Variance Analysis.
- **Strategic HR:** Manage the PR, Gate Pass, and Work Flow systems for the HR Department.
- **Operations:** Handle Invoicing/GRN, record expenses, and manage petty cash.
- **Payroll & Compliance:** Prepare salary deductions and handle EPF/ETF documentation.
- **Welfare:** Act as Staff Welfare Coordinator, managing medical insurance and lunch agreements.

Orange IT Company – Sri Lanka HR Assistant | Oct 2005 – Oct 2022

- Set up and maintained employee master files, records, and databases.
- Handled responsibilities at all levels of the organization, including administrative tasks.
- Managed reception area, including phone calls and face-to-face inquiries.

EDUCATION

- G.C.E. Advanced Level: Commerce Stream (2 Cs, 1 S)
- G.C.E. Ordinary Level: (6 Cs, 2 Ss)

Contact

Address:

No. 541/4, Pitipana South,
Homagama, Sri Lanka.

Phone/WhatsApp:
0772960907.

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saaangidissanayake@gmail.com

HOBBIES

- Hiking
- Photography
- Dancing

CORE SKILLS

- **HR Management:** Talent Acquisition, Onboarding, Policy Development, and Employee Relations.
- **Compliance:** Thorough knowledge of Labor Laws and HR Administration procedures.
- **Finance:** Budgeting, Monthly Variance Analysis, Payroll, and EPF/ETF handling.

Technical: HRIS, MS Office (Excel, Word, PowerPoint), and PR Systems

PROFESSIONAL QUALIFICATIONS

- **Diploma in Professional Human Resource Management** – CIPM Sri Lanka
- **Certificate in Labor Law** – Sipway Campus
- **Completed AAT (Foundation) Course**
- **Diploma in Computer Studies (DICS)** – IDM Sri Lanka

REFERENCES

- **Kirthi Wijethunga** – Consultant/Director, Orange Electric Systems (Pvt) Ltd | (+94) 71 619 1363
- **Nalin Ranasinghe** – Deputy General Manager HR, Hayleys Advantis Limited | (+94) 77 210 6259

I do hereby certify that the above particulars given by me are true & accurate to the best of my knowledge.

H.G. Inoka Sasangika