

H.D. JANANI PABASARA KARUNARATHNA

‘Udaya’, Welmilla, Welmilla junction, Bandaragama.

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jkarunarathna001@gmail.com



About Me

I am honest and willing to work hard towards my goals and I am a person who likes to work with determination and patience no matter what the problem is. And a person who does not hesitate to help others in any way possible.

Personal Details

NIC No - 977891906V

Date of Birth - 15/10/1997

Marital Status - Single

Nationality - Sri Lanka

Experience

Bernard Philknit Ceylon (PVT) Ltd – Kalubowila, Dehiwala.

HR Assistant

04/03/2020 – Present

Preparing daily head count report & coordinating with Recruitment Officer/agencies as and when required to fill the worker vacancies.

Purpose of retaining the employees, attending in solving grievances of them which may be relevant to the job life or personal life of them. Also get assistance of Head of HR when required.

Prepare the appointment letters to the newly recruited workers & preparing and maintaining their personal files including required documents.

Monitor the overall process of the canteen operation and guide the canteen staff to achieve the expected food quality, maintain the canteen cleanliness and preparation of food in par with agreed menu.

Coordinate with canteen staff and maintain up to date records of meal consumption and prepare meal deduction records accurately.

Maintain the tidiness & housekeeping of the human resource department.

Maintain with “Attendance & Payroll System” of the Company and make sure 100% accurate salary process.

Finish salary process of the Company on or before 5th working day of each month. Prepare VOP salary records and hand over to finance department before month end.

Prepare & Maintain Canteen payment invoices in the first day of the week & hand over to Finance &

make sure the weekly payment.

Entering all monthly transactions entries & permanent entries (Eg: Production Incentive, Meals Deductions, Salary Advance recovery, Death Donation etc.) to the system and ensure all the entries are accurate and complete.

Issuing of pay sheets, paying cash to the employees' base on monthly payrolls & get their signature to proof the payments.

Maintain all the records related to payroll and salary system in clear and easily identifiable manner.

Maintaining proper leave records for individual employees & update the attendance system with their entitle leaves.

Submitting salary advance lists to the finance department and arrange it by the end of the month.

Preparing daily Over Time Cost Report.

Make sure to maintain the Factory Cleanliness.

Maintain HR monthly Petty cash and preparing monthly petty cash report.

Any other duties & responsibilities which may be assigned by the management.

Education

KIU University (Kattsu International University) – Koswatta, Battaramulla

2023

Bachelor of Management Honors in Human Resource

Successfully Completed – Second Class Lower

KDC Academy of Management

2022

Executive Diploma in Human Resource Management

Successfully Completed

Vocational Training Authority – Narahenpita

2017

ICT Technician NVQ IV

Successfully Completed

Brandix College of Clothing technology

2018

Pattern Making and Fashion Development

Successfully Completed

Sisu Diriya Thilanga Sumathipala Foundaion

2017

MS office & Graphic Designing

Successfully Completed

School Education

G.C.E. Advance Level

2016

Art – A, Geography – C, Economics – S

Anula Vidyalaya – Nugegoda

G.C.E.Ordinary Level

2013

Buddhism – A, Sinhala – A, Mathematics – A, Home Science – A, Art – B, Business & Accounting studies – B, Science – B, History – B, English – C

Dharmasena Attiygala Balika Vidyalaya – Kasbawa

Other Qualification

Dhamma School – Sri Dhamma Dhana Dhamma School – Weediyaoda, Bandaragama

Examination for Dhamma School Teachers

2019

Successfully Completed

Dhamma School Final Certificate Examination

2013

Successfully Completed

Certificate of Buddhist Dhamma Teachers

2015

Successfully Completed

Skills

Leadership Skills - Junior Prefect - Dharmasena Attigala Balika Vidyalaya 2012-2013

Personal skills – Demonstrated experience in leadership and take up responsibilities. Excellent in computer MS office package. Hardworking and fast learner committed to improve my knowledge.

Achievement & Awards

India Shankar International Art Competition - Representing Sri Lanka 2009

Homerun PAS Art Competition - Merit Award -2011

Weedyagoda Dhamma School Art Competition - 2nd place 2012

"Sith Reka" Inter School Art Competition - Excellent Pass -2014

Ridhee Siththam All Island ART & Craft Competition - Merit Pass -2015

References

Miss.KumuduWeerathunga

Head of Human Resource

Rainwear (PVT) Ltd

Block A, Biyagama E.P.Z

Biyagama, Malwana 11672

0713200813 / 0743667625

Mr. Pushpa Kumara

Justice of the Peace

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