



U.B.G.H.M.K. PRABODANI

HR ASSISTANT | ADMINISTRATION

CONTACT

072-3735944

kausalyaprabodani2004@gmail.com

458/D, Polkiriya, kiriberiya, panadura

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Problem Handling
- Digital Marketing
- Sap system Handling

REFERENCE

Mrs.A.D.Nakandala
Assistant Secretary (Administration)
Ministry of Justice and
National Integration
Sangharaja Mawatha
Colombo 10
0717901526



PROFILE

A dedicated and enthusiastic individual with qualifications in Human Resource Management and experience in HR, Administration, and Supply Chain Operations. Seeking an opportunity in HR field.



WORK EXPERIENCE

Sri Lanka Institute of Tourism & Hotel Management (SLITHM) 2025 - 2025

Human resource Trainee

- Assisted with day-to-day HR and administrative activities, including employee documentation, record keeping, attendance management, and maintaining HR files. Supported the HR team in coordinating employee-related activities while ensuring accuracy, confidentiality, and smooth HR operations. 2025 - 2025

Niranjan Electrical Factory

HR & Admin Assistant

- Supported day-to-day HR and administrative functions, including employee records, attendance, HR documentation, and payroll-related activities. Assisted with recruitment coordination and employee-related administrative tasks while maintaining accuracy and confidentiality. 2025 - 2026

Spa Ceylon Ayurveda (Janet Lanka Pvt.Ltd) (present)

Supply chain Office Assistant

- Assisted with day-to-day supply chain and import operations, including inventory management, stock control, documentation, and SAP system updates. Coordinated with relevant departments to maintain accurate records and support smooth and timely operational activities.



EDUCATION

Ordinary Level 2020 - 2021

G.C.E. O/L Examination, St'Johns Collage Panadura

Advance Level

G.C.E A/L Examination, St'Johns Collage Panadura

2023 - 2024



OTHER EDUCATION

- Advance Certificate Level in Britishway English Academy.
- ICTT NVO Level 4 in IETI Katubedda Completed
- Advance certificate in Human Resource Management (CIPM)
- Human Resource Management in Diploma CIPM Campus (Following)
- Psychology and Counselling Diploma in SITC Campus