

RUWAN DALUWATTA

EXECUTIVE HR & ADMINISTRATION

Objective

I'm a self-motivated, adaptable and enthusiastic. Who thrives on new challenges as a competent team member I would be looking forward to provide my paramount contribution towards success of the prospective organization by implementing the knowledge and experience acquired through my academics and training in a challenging and dynamic professional environment.

Work Experience

● Oct 2023- Up to Now

Company Name I Kent Engineers (Pvt) Ltd

Executive HR & Administration

To assist all the HR & administrative work including Involving in the HRIS system by enrolling new employees, Payroll & collecting the necessary attendance data record keeping, Support and initiate new strategies to fulfill recruitment needs, Update HR procedure that comply with labor regulations, Labor Cases handling and participating, Attending all employee matters/ inquiries/grievances, managing filing systems, responding to inquiries relating to subject area, assisting maintenance of office equipment, all the other office and accommodation management matters adherence with ISO/ OHSAS/ EMS related Policies, procedures and documentation.

● Oct 2021 - Oct 2023

Company Name I Kent Engineers (Pvt) Ltd

Junior Executive HR & Administration

● Oct 2017 - Oct 2021

Company Name I Kent Engineers (Pvt) Ltd

Assistant Administration Officer

● Jan 2016- Sep 2017

Company Name I Blue Mountain Construction (Pvt) Ltd.

Assistant Administration Officer

The Assistant Administration Officer is responsible for supporting the administration functions of construction projects and head office operations. The role involves maintaining records, coordinating office activities, handling documentation, assisting with staff administration, and ensuring smooth day-to-day administrative operations.

Reference

Ms.Dhananjaya De Silva

Associate Manager HRBP

Phone: +94 750220532

Phone: +94 71776874

Mr.Sadula Chamupathi

Senior Executive HR

Phone: +94 710252278

Phone: +94 710762829

Contact

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186, Mudunkotuwa west, Kiriella

Education

- **CIPM**
CCHRM COURSE
Completed in 2017
- **ICBT CAMPUS BAMBALAPITIYA**
Business Management+HR Higher Diploma (with class)
Completed in 2022
- **Cardiff Metropolitan University (ICBT)**
Bsc Business Management+HR
Ongoing

SKILL

- Microsoft office package & other
- Management Skills
- Excellent Computer knowledge
- Teamwork
- Communication Skills
- Time Management
- Leadership
- Work minimum Supervision

PERSONAL DETAILS

- Full Name : Daluwattalage Priyantha Ruwan Kumara
- Date of Birth : 20th January 1996
- Civil Status : Married
- NIC No : 960200691v

LANGUAGES

- ENGLISH
- SINHALA