



SAVINI KALUBOWILA

HR PROFESSIONAL

✉ savinikalubowila@gmail.com

☎ 074-0811395

📍 No 220, Welikala, Pokunuwita

EDUCATION

Passed the G.C.E. Advanced Level Examination with 1 B's 1 C's 1 S's

Taxila Central College **2020**

Passed the G.C.E. Ordinary Level Examination with 3 A's & 2 B's 4 C's

Taxila Central College **2016**

SKILLS

- Critical Thinking
- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Team Collaboration
 - Management Skills
 - Leadership Skills
 - Interpersonal Skills
 - HRIS
 - MS Office , Google applications
 - Ability to work under pressure

LANGUAGE

- English
- Sinhala

About Me

I am a dedicated and ambitious individual who strives to achieve the highest possible standard in all I do. I am a person who would add value to the organization by becoming an integral part and contributing outstandingly with analytical, interpersonal, technical, and management skills. I'm a quick learner that enjoys exploring and learning new things in the field of Human Resource Management.

PROFESSIONAL QUALIFICATIONS

• Chartered Institute of Personal Management

Qualification in Human Resource Management (CQHRM) - 2025 -Present

Completed the Chartered Intermediate in Human Resource Management (CIHRM) - 2024

Completed the Diploma in Human Resource Management (DPHRM) - 2023

Completed the Advance Certificate in Human Resource Management (ACHRM) - 2022

Completed the Foundation Course in Human Resource Management (FCHRM) - 2021

• Saegis Campus

Completed the Diploma in English -2023

• Esoft Metro Campus

Completed the Certificate in MS Office -2021

WORK EXPERIENCE

- **CDDEF Manufacturers & Merchants (Pvt) Ltd. – HR Assistant**

From : December 2025 – Present

 - Payroll handling and coordinate HR-related administrative tasks.
 - Coordinating interviews.
 - Lead the planning, management, and execution of projects and events.
 - Maintain employee records and ensure HR documentation is up-to-date and compliant with institutional policies.
 - Personal file maintenance.
 - Employee database management.
 - Monitor, update and maintain employee attendance records and analyze data for patterns and trends.
 - Grievances handling.
 - Monitor attendance and leave records of the employees.
 - **Pan Asia Bank Corporation PLC–Piliyandala–Junior Executive 1**

From : January2024 – October 20205

 - Handled customer banking transactions and account services
 - Assisted clients with financial products and banking solutions
 - Maintained accurate financial records and cash handling
 - Provided professional customer service and support
 - Ensured compliance with banking policies and procedures
 - Successfully handle the ATM/CDM Machine.
 - Successfully Handle the Pawning Operations.
 - **Sampath Bank PLC–Horana–Internship**

From : December2022 – November 2023

 - Assisted in daily banking operations and customer service activities
 - Supported transaction processing and account-related documentation
 - Maintained accurate financial records while ensuring confidentiality
 - Assisted customers with banking inquiries and financial services
 - Collaborated with banking staff to ensure efficient branch operations
 - Followed banking policies, procedures, and compliance standards.
 - Successfully Handle Digital Banking & Sales
- # PROFESSIONAL SKILLS
- Strong interpersonal skills, excellent written and verbal communication skills.
 - Ability to acquire new knowledge and skills and to be able to share the knowledge.
 - Good organizational skills and building cordial relationships across all levels of the organization.
 - Ability to handle multiple tasks efficiently and effectively.
 - Ability to work with tight deadlines & be responsible for assigned work.
 - Ability to quickly identify and prioritize issues, create solutions and meet deadlines.
- # REFERENCES
- | | |
|---|---|
| <div>H. D. Kasun Kalhara Dewapriya</div> <div>Assistant Manager – HR</div> <div>CDDEF Manufacturers & Merchants (Pvt) Ltd. ,</div> <div>Niwdawa road,</div> <div>Panadura</div> | <div>Chathura Lakshan</div> <div>Senior Executive – HR</div> <div>Bodyline PVT (LTD)</div> <div>Gurugoda,</div> <div>Koswatta Road,</div> <div>Horana</div> |
| <div>Phone:</div> <div>070-5810626</div> | <div>Phone:</div> <div>0774569487</div> |
| <div>Official Email :</div> <div>hrm@cddef.com</div> | <div>Email :</div> <div>chathuralakshan1992@gmail.com</div> |
| <div>Personal Email :</div> <div>kkalhara97@gmail.com</div> | |