



Sandunika Perera

Seeking to grow my career by taking up a leading role in HR by working on new HR process and policies coupled with their implementation. Person-oriented and competent individual looking to gain extensive of managing the relationship with employees.

Contact

Phone

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Email

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Address

No:83/19,Mahabellana,Alubomulla

Education

2024

**Chartered Qualification in
Human Resources Management
at CIPM - Completed**

2018

**ICT Certificate Course at IETI -
Completed**

2015

AAT Level I - Completed

Expertise

- Time Management
- Employee Relations
- Talent Acquisitions
- Negotiation

Language

English

Sinhala

Experience

2024 March - Present

BCAS Campus

HR Assistant

- Handling employee onboarding process.
- Arranging training & development programs.
- Managing time & attendance system.
- Preparation of daily attendance report to the management.
- Preparation of monthly no pay report to payroll process.
- Proper management of HRIS system.
- Prepare personal files & HR related documents.
- Coordinating and timely completion of Annual Performance Evaluations

2023 January - 2024 March

Chart consultants (Pvt) Ltd

HR Assistant

- **Internal HR Operations**
 - Preparation of Vacancy advertisement as per the requirement of the department heads, shortlisting received CVs and arranging interviews
 - Handling Employee onboarding process
 - Preparing HR Correspondence such as Employment Contracts, Job descriptions, Employee confirmation letters etc. and properly maintain Personal files
 - Coordinating and timely completion of Annual Performance Evaluations
 - Managing Time & Attendance system and preparation of daily attendance report to the management
 - Preparation of monthly leave and attendance report to payroll process
 - Proper management of HRIS system
- **External HR Operations**
 - Preparation of HR related documents to the clients
 - Timely submission of monthly attendance reports, roster updates and payroll inputs
 - Ensure to process the payroll timely and accurately behalf of clients
 - Providing HR services to various clients in Various industries such as IT, BPO and Manufacturing etc.

Yasindi Rashiprabha

Program Manager / Lecturer
Faculty of Hospitality,
Tourism & Event - MSI

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Ruwanthi Fernando

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