



CONTACT

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📍 No.172/13/D , Seda Farm,Uduwa North,Kuda Uduwa , Horana

PERSONAL DETAILS

- Name :- Visadi Gimhani Liyanage
- Gender :- Female
- Nationality :- Sri Lankan
- Date of Birth :- 16.08.1998
- Civil Status :- Single
- NIC No :- 987292440 V

LANGUAGE

- Sinhala Language
- English Language

SKILLS

- Attention to detail
- Strong problem-solving
- Excellent communication
- Time management
- Adaptability and flexibility
- Team Work and leadership

VISADI LIYANAGE

HUMAN RESOURCES & ADMINISTRATION OFFICER

PROFESSIONAL SUMMARY

With a strong capacity to adapt to evolving business environments Dynamic Business Administration professional with a proven ability to manage and optimize organizational operations. Demonstrates expertise in leading cross functional teams, streamlining processes, and driving efficiency to meet business objectives. Skilled in project management, budgeting, strategic planning, and resource allocation, with a strong capacity to adapt to evolving business environments.

EXPERIENCE

HR & ADMINISTRATION ASSISTANT

Nov 2022- Present

Bondville (PVT) LTD

- Managed Employee Relations (ER) by addressing employee concerns, maintaining discipline, and promoting effective communication between management and staff.
- Managed end-to-end Employee Life Cycle (ELC) activities including conducting induction programs, ensuring structured onboarding (first day, first week, first month), and organizing employee milestone celebrations, while driving engagement initiatives, coordinating HR services, maintaining reports and dashboards, conducting feedback sessions and CSR events, actively reducing early-stage attrition through daily training center meetings, floor visits, newcomer engagement activities, absentee follow-ups and home visits, and effectively monitoring plant absenteeism through forecasting, analysis, and daily review meetings with supervisors and line managers to improve employee retention, attendance, and overall workplace culture.
- Effectively oversaw the company's waste disposal process by coordinating the schedules of waste collectors, handling the renewal of agreements and relevant documents and ensuring the compliance with environmental regulations to maintain a clean and efficient waste management system.
- Maintained comprehensive records for security personnel, including pay sheets, attendance cards, personal files and EPF /ETF documents. Coordinated security training sessions and managed the timely renewal of security agreements.
- Accurately calculated and processed monthly payments related to the company's transportation needs, ensuring that all expenses were properly accounted for and paid in a timely manner, contributing to the smooth operation of company logistics and handling company transportation system.
- Complied transportation cost reports: Analyzed and prepared detailed reports on the company's transportation cost, including comparisons of budgeted versus actual expenses, department wise cost breakdowns and overall operational efficiency.

HARD SKILLS

- Document handling, scheduling, and correspondence
- Accurate input and database management
- Budget tracking, invoicing, and expense reports
- Planning, execution, and tracking
- Client interaction and support
- Drafting and formatting reports and presentations
- MS Office Suite (Word, Excel, Power Point), CRM systems
- Prioritizing tasks and managing deadlines
- Adhering to company policies and regulations
- Verbal & written communication skill

REFERENCES

- **Dr. Thissa Ravindra Perera**
Head of Department of Management
& Organization Studies - University of Colombo
ravinda@mos.cmb.ac.lk
+94 777 722 808
- **Nishani Wenigathunga**
Manage HR & Finance
Elite Project Development Consultants (pvt) Ltd.
human.resources@elitepdc.com
+94 77 2 221 039

- Designed, implemented, and evaluated employee training and development programs, including onboarding and continuous learning initiatives, while identifying skill gaps, facilitating training sessions, monitoring employee progress, and driving engagement and performance improvement to support organizational goals.

HR & ADMINISTRATION INTERN

March 2022- Nov 2022

Bondville (PVT) LTD

- Successfully coordinated and supervised the company's transportation logistics, ensuring that all vehicles were available and properly maintained, while also resolving any transportation related issues in a timely manner to support uninterrupted business operations.
- Prepared and maintained transport payment records : Diligently prepared and maintained accurate records of all transport -related payments ensuring compliance with financial procedures and enabling clear, organized tracking of expenses.
- Created and refined Standard Operating Procedures (SOPs) to ensure the company met all relevant compliance requirements, enhancing the organization's ability to adhere to industry standards and regulatory obligations.
- Led the department's Kaizen initiatives by monitoring and guiding continuous improvement projects , fostering a culture of efficiency, and driving process enhancement that contributed to overall departmental performance.

TRAINEE BANKING ASSISTANT

Feb 2018 - Aug 2018

- Bank of Ceylon, Bandaragama

ACADAMIC QUALIFICATION

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| • Bachelor of Business Administration (Hons) Degree
University of Colombo - Sri Lanka | 2019-2022 |
| • AAT Past Finalist
AAT,Sri Lanka | 2018 |
| • G.C.E Advanced Level Examination
Department of Examination, Sri Lanka
3A Passes | 2017 |
| • G.C.E Ordinary Level Examination
Department of Examination, Sri Lanka
6A's Passes / 2B's Passes /1C's Passes | 2014 |