



UPEKA ISHANI JAYALATH

HR Assistant



CONTACT



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"Jayani", Colombo

Road, Pokunuwita



EDUCATION

CIPM

Chartered Qualification in Human
Resource Management

2020 - 2025

SLIATE

Higher National Diploma in
Information Technology

2016 - 2020



SKILLS

- Management Skills
- Creativity
- Problem Solving
- Negotiation
- Team work
- Leadership



LANGUAGE

- English
- Sinhala



ABOUT ME

Detail-oriented and organized HR and Admin Assistant with over 5 years of experience supporting HR operations and providing administrative assistance in fast-paced environments. Adept at managing recruitment processes, maintaining accurate employee records, and ensuring compliance with HR policies and labor regulations. Proficient in handling office management tasks, including scheduling, document preparation, and payroll management.



EXPERIENCE

- **HR Assistant-Employee Relation**
Inqube Global(Pvt)Ltd 2023-to present
 - Supported the implementation of employee relations initiatives to maintain a positive and productive work environment.
 - Assisted in handling employee grievances, disciplinary matters, and workplace conflict resolution in line with company policies
- **HR Assistant**
Sahaja cleaning Service 2021 - 2023
 - Support in preparing payroll by gathering timesheets, tracking leave, and calculating overtime.
 - Help with the onboarding process of new employees, including orientation and documentation.
- **HR Assistant**
Prashakthi janitorial Service 2018- 2021
 - Maintain and update employee records, both physical and digital, ensuring accuracy and confidentiality.
 - Assist in preparing documents for audits and compliance reviews.
 - Assist in preparing HR-related reports, such as employee turnover, recruitment status, and performance metrics
- **Production Assistant**
Western Papers (Pvt) Ltd 2017-2018
 - Functioned as the Team Leader preparing daily and weekly plans according to the client's requirements.
 - Coordinate between departments to ensure the timely completion of tasks.
- **Associate Production**
Innodata Lanka (Pvt) Ltd 2016-2017
 - Working with Mark-up languages such as HTML & XML
 - Ensure content is optimized for various platforms and devices, maintaining consistency and accuracy.



REFERENCES

References available upon request