Career Objective

I am self-motivated, efficient and diplomatic human resources professional with six years experience in the industry and I believe my strengths and skills make me a perfect fit for your Organization.

Employment History

**Human Resource Executive - April 2013 Present**

*Richard Pieris Distributed Ltd, Sri Lanka*

**Reporting to:** Human Resource Manager

**Responsibilities:**

* Handling administration functions of entire **ARPICO Supermarket** chain with over 2000 employees. (Welfare, Uniform supply, Grievances, Mobile phone etc...)
* Monitoring All recruitments of entire Super centers, Superstores (Shot listing, News Paper advertisement, Dealing with recruitment agencies, Headhunting )
* Handling entire staff promotions, staff up grads and grad changes.(according to their service and recommendations)
* Preparing annual Bonus. (outsourced an company contract employees’)
* Check and authorized out sourced employees payroll and bonus payment before process payment.
* Organization welfare duty handling (Death donation, Medical etc...)
* Conducted orientation program for newly recruited staff.
* All day to day HR related activities and Administrative Activities. (Staff Annual Trip, Staff Annual Get together, Staff Farewells etc..)
* Provide Staff annual budget details to Finance department.( Per person cost per annum, staff carder comparison, average from three months)

**Human Resource Assistant – Feb 2009 to April 2013**

*Richard Pieris Distributors Ltd, Sri Lanka*

**Reported to:** Human Resource Manager

**Responsibilities:**

* Handling out sourced employees’ payroll with 750 employees. Both manually and with attendance system.
* Preparing all payroll related and HR related reports (EPF / ETF ‘C’ returns)
* Preparing annual Bonus. (outsourced employees’)
* Staff recruitment for entire Super center and Super store (Handling staff interview such as Customer service assistant, Cashier, Supervisor)

Professional Qualifications

* Reading for **Master Degree in Human Resources Management** –**University of Colombo-Sri Lanka** (MHRM-1st Semester)
* Successfully completed the **Professional Qualifications** i**n Human Resources Management at IPM(PQHRAM), Bachelor of Human Resource Management**
* Successfully completed the **Certificate Course in Human Resource Management at IPM (CCHRM)**
* Successfully completed the **Foundation Course in Human Resource Management at IPM (FCHRM)**
* Diploma in English at Aquinas College (Final Level)
* Diploma in ICT at **IDM, Sri Lanka**

Academic Qualification

* G.C.E. (O/L) Examination –B3, C3, S2 (Year 2001)
* G.C.E. (A/L) Examination – S3 (Year 2004)

Areas of expertise

* Recruitment
* Employee Relations
* Pay Administration
* Performance management
* Employee development
* Attendance management

Personal Skills

* **Planning** – Ability to work with self determined best plan
* **Decision making** – Ability to make best decision which is suitable for the situation.
* **Communication** – Able to manage effective and positive communication with different kind of people.
* **Team player** – Having a positive thinking in team achievements.
* **Energetic-** Able to manage stress and pressure of working environment with my energy.
* **Time Management** – Manage time within professional, work as well as personal life.

Technical Skills

**Category Proficiency**

Microsoft Excel Excellent

Microsoft Office Excellent

Languages

**Language Proficiency**

English Excellent (Writing, Speaking and Reading)

Hindi Understand

Personal Details

* Date of Birth : 04 May 1985
* Age : 30 Years
* Sex : Male
* Nationality : Sri Lankan



**Gulfjobseeker.com CV No:** **1493532**