Dimuthu

[Dimuthu.311441@2freemail.com](mailto:Dimuthu.311441@2freemail.com)

**Head of Group Human Resources and Accounts Administration**

**Edna Group of Companies – Business Industry – FMCG & Service**

2011 to date

* **Results-Oriented Professional:** Conducted on-the-job training programmes, and facilitated one-on-one discussions with employees, to further initiate employee participation and loyalty
* **Strategic Human Resource Leader:** Introduced performance evaluation, appraisal and reward schemes by setting KPIs for employees, to retain and further develop skills and interests amongst the work team
* **Efficient Accounts Manager:** Responsible and accountable for finance and accounts administration work process and develop procedures for accurate accounting and auditing process.
* **Competent Administrator**: Initiated the Welfare Society for employees and organised fund raisers, successfully improving employee work environments and performance

**CURRENT POSITION**

“A visionary leader, who believes in planning and is focused on achieving corporate goals successfully”

***Mr. R.Kulatunga***

***MD -IIHRM***

“A professional with experience and exposure, who achieves objectives and guides employees, through his strategic mind set”

***Mr. C.Premarathne***

***DIRECTOR -HR – Fairway Holdings***

1. **General Manager – Human Resource**

Tristar Apparel Exports (Pvt) Ltd

Business Industry – Apparel & Technical Service (2010 to 2011)

1. **Head of Human Resource**

Abans Group

Business Industry – Service & Telecommunication (2005 to 2010)

1. **Personnel & Administration Manager**

Ranliya Garments Industries

Business - Apparel & Technical Service (2004-2005)

1. **Assistant Manager – Personnel & Admin**

Asha Agencies Ltd.

Business Industry – Shipping & Logistics (1993 to 2004**)**

1. **Administration Assistant**

Dipped Products Ltd

Business - Industrial & Manufacturing (1989- 1993)

**PRIOR WORK EXPERIENCE**

**SUPREME SKILL SET**

**INSTITUTIONAL MEMBERSHIPS**

* Member – CPM - Institute Of Certified Professional Manager – Certified Management Accountant Institute
* Mercantile Cricket and Rugby Association – Member (Rugby)
* Lions Club - 306 A - Charter Member and Ex-Treasurer
* Ranliya Welfare Society – Member
* Abans Group Employee Recreation Club – Ex-President
* Active Member of College Societies

**Employee Relations**

* Qualified to resolve grievances effectively
* Ensures harmonious work relationship through one-to-one discussions and motivational activities

**Training and Development**

* Proficient in implementing and monitoring training programmes to ensure employees meet current and future demand
* Experienced in detecting training needs of employees and setting up necessary training programs

**Recruitment, Selection and Retention**

* Skilled to attract, select and recruit appropriate candidates subsequent to determining organisational requirement
* Instrumental in creating and sustaining a healthy work environment which ensures employee retention and increases productivity

**Management**

* Capable of providing strategic input to the management on all aspects pertaining to employee relations
* Experienced in liaising with Government, Statutory and external bodies on matters pertaining to employees and representing the company on such matters.
* Knowledge and skills in developing , improving and executing procedures and processes of finance and management accounting functions.

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| **Performance driven culture** |

* Proven success in developing performance evaluation via KPIs for employees
* Able to contribute strategic and tactical plans that aid the development of the organization’s business plan

**KEY SKILLS AND SPECIALISATIONS**

* Manpower Planning
* Job Evaluation
* Recruitment
* Training & Development
* Performance Evaluation
* Human Resources Information System
* Welfare Administration
* Talent Retaining
* Industrial Relation
* Disciplinary Administration
* Finance and Accounts Administration
* Investigations
* Equipment Maintenance
* Insurance & Risk Mitigation
* Transport & Logistics
* Transport Management
* Performance Management

**PROFESSIONAL QUALIFICATIONS**

* **Post Graduate Diploma (Degree) / Leading To MBA - in General Management**

*University of Rajarata*

Specialized In Human Resource Management

* **Diploma in Human Resources Management**

*London Business School*

* **Diploma in Disciplinary Procedures & Industrial Relations**

*Federation of Chamber of Commerce*

* **Diploma in Business Management**

*Polytechnic Ltd*

* **Certificate Course in Personnel Management**

*Sri Lanka Business Development Centre*

* **Foundation Course in Personnel Management**

*IPM*

* **Foundation Course in Ship Agency personnel**

*CINEC Naval Maritime Studies Center*

* **ISO 9002 Quality Assurance Program**