**ARCHANAA**

**ARCHANAA.341448@2freemail.com**

**PERSONAL PROFILE**

An energetic, ambitious person able to maturely approach any task undertaken or situation that presented with. Result driven, self-motivated professional with proven expertise in HR Administration. Excellent in working with others to achieve a certain objective on time and with excellence. An Independent worker with the ability to work in a pressurized environment and effectively prioritize job responsibilities. Highly motivated & flexible team player, able to add additional professionalism, enthusiasm, and practical work experience to the business. Also, a trustworthy colleague with a willingness to learn and capability of dealing with constant challenges and leading change. Possess good communication, interpersonal, coordination, time management and client relationship skills.

**PROFESSIONAL EXPERIENCE**

**Imperial College of Business Studies (Pvt) Ltd – Sri Lanka.**

HR Administrator – June 2015 to December 2016

Duties and Responsibilities:

* Administer HR-related documentation.
* Ensure the relevant HR database is up to date and accurate.
* Handle the recruitment process
* Schedule exam appointments for candidates.
* Serves for student inquiries and conflicts.
* Preparing weekly and monthly reports.
* Scheduling exams for candidates.
* Raise relevant paperwork and maintain up-to-date information.
* Administer candidates’ agreements.
* Supervise and coordinate activities of students.
* Be involved in staff training and development.
* Managing candidatefiles and records
* Updating and maintaining benefits, status and similar records.
* Ensure Employee needs are met with understanding and respect.
* Ensure the integrity and security of tests are maintained and that they are supervised to the required standard.
* Assist and support business initiatives to maximize center profitability.
* Perform other administrative tasks as required.
* Ensure equipment is operational, and test stations are in working order to deliver testing.
* Review transmission and error logs in locally operating software to ensure correct functionality (Including schedule download and results upload processes).
* Ensure all hours and leave are recorded and authorized within company guidelines.
* Ensure all concerns are communicated to the Test Centre Manager promptly.
* Providing Training on requirements.

**Vfs Global –Sri Lanka**

Visa Admin Officer – June 2013 to May 2015

Duties and Responsibilities:

* Processing of Visas
* Provide administrative support to the Visa Office
* Assess applications for migration and/or temporary entry to Australia in accordance with Australian immigration law and policy.
* Reviews completed applications and supporting documentation for accuracy.
* Verifying applicants’ names and documents.
* Performs data entry and document printing functions.
* Maintain accurate and up-to-date filing systems (visa reciprocity schedules, travels advisories, visa issuancesand refusals)
* Accepts payment for client services, issues receipts, prepares the endof day/end of month reconciliation and reports.

**Human Rights Office – Sri Lanka**

Administration Assistant –February 2011 to May 2011

Duties and Responsibilities:

* Serves for office inquiries and conflicts
* Assists in the preparation of budgets and expenses
* Raise relevant paperwork and maintain up to date information
* Work with internal staff to ensure a professional and efficient delivery
* Assisting with all aspects of administrative management
* Coordinating events and other similar activities
* Managing files

**ACADEMIC QUALIFICATIONS**

* O’ Levels 2005**-** Good Shepherd Convent Kandy, Sri Lanka.
* A’ Levels 2007 **-** Good Shepherd Convent Kandy, Sri Lanka.

**PROFESSIONAL QUALIFICATIONS**

* Certificate Diploma in Human Resource Management - IPM Colombo
* Diploma in English - British College of Applied Studies Kandy, Sri Lanka.
* Diploma in Information Technology - British College of Applied Studies

Kandy, Sri Lanka.

* Diploma in Hardware Technology with Networking - British College of Applied Studies Kandy, Sri Lanka.
* Diploma in Programming - British College of Applied Studies Kandy, Sri Lanka.
* Diploma in Web Designing - British College of Applied Studies Kandy, Sri Lanka.
* Diploma in Computer Studies – Gateway Centre for Information Technology.
* Diploma in English – University Of Peradeniya, Sri Lanka
* Followed CIMA- CBA level and passed Business Law (Online Exam) - ICBS, Colombo
* Diploma in Computerized Accounting – British College of Education Kandy, Sri Lanka.

**KEY SKILLS AND COMPETENCIES**

* Quick Learner
* Strong & Advanced Microsoft Office and computer literacy
* Knowledge in using **TALLY**and **AdvancedMD**
* Strong administration skills
* A high level of confidentiality
* Flexibility and willingness to learn
* Team Player

**PERSONAL DETAILS**

Languages: Fluent in English/ Tamil/ Sinhala

Nationality: Sri Lankan

Date of Birth:20th April 1988

 Duration ofVisit: 14th January 2017 to 10th April 2017