**Karunarathne**

**EXECUTIVE- HR, ESH and Compliance**

**E-mail :** **karunarathne.381842@2freemail.com**

Experienced Professional with 5 years plus of proven work exposure in Compliance, Employee Health and Safety, HR and Administration. Possess expertise in handling ESH Management systems, HR Management systems and Employee Health and Safety functions. Results driven and systematic team player who possess the ability to work well under pressure and meet task deadlines. Skilled in prioritizing job responsibilities in an effective and organize manner and maintaining strict confidentiality of records. A fast learner and dynamic by personality who have effective style for interacting with multicultural people; proven ability to deal with colleagues and clients professionally having a good communication and interpersonal skills.



**EDUCATION**

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| --- | --- |
| **Master of Business Administration** | **2015** |
| Cardiff Metropolitan University, UK |  |
| **Bachelor of Business Administration (Hons)** | **2013** |
| Sheffield Hallam University, UK |  |
| **Certificate Course in Human Resource Management** | **2011** |
| Institute of Personal Management Sri Lanka |  |
| **Certificate Course in Occupational Health & Safety** | **2015** |
| National Institute of occupational Safety & Health |  |
| **IRCA Certified Lead Auditor for ISO 9001: 2015** | **2017** |
| SGS Sri Lanka |  |
| **IRCA Certified Lead Auditor for OSHAS 18001: 2007** | **2017** |
| SGS Sri Lanka |  |
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| **EXPERIENCE SNAPSHOT** |  |
| **Executive ESH & Compliance** | **Aug 2017 – Till Date** |
| Hela Clothing (Pvt) Ltd. Sri Lanka |  |
| **Senior Executive Certification and Business Enhancement** | **Jan 2017 - Aug 2017** |
| SGS Lanka (Pvt) Ltd. Sri Lanka |  |
| **Senior Executive Compliance** | **Aug 2016 - Jan 2017** |
| Hirdaramani International Exports (Pvt) Ltd. Sri Lanka |  |
| **Senior Executive HR & Administration** | **Jan 2016 – Aug 2016** |
| Hirdaramani International Exports (Pvt) Ltd. Sri Lanka |  |
| **Compliance Executive** | **Jan 2013 - Jan 2016** |
| Hirdaramani International Exports (Pvt) Ltd. Sri Lanka |  |

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**PROVEN JOB ROLE**

**Executive Compliance & HR**

* Conducting audits for group factories and Subcontracting factories (including sewing, washing, printing and embroidery) and prepare audit reports within the same day. Include checking the payroll and HR systems of factories, checking the factory license& all other relevant documents, all policies as well as procedures, checking disciplinary and grievance procedures, checking employee personal files, conducting workers interview, facility tour and detailed analysis of working hours.
* Rate the factories based on the risk and implement special projects to mitigate the risk.
* Implementing the compliance standards of buyers such as Levi’s, Tesco, Next, M&S, George, PVH, etc.
* Responsible for coordination and implementation of Levi’s and M&S requirement in group factories.
* Monitoring and updating buyers’ websites.
* Responsible for implementation of CTPAT and sustainability standards.
* Updating HIGG index flat form and on time submitting information.
* Responsible for the compliance standard implementation for the casual cluster plants.
* Engage with plant teams to renew factory licenses and permits.
* Responsible for ISO 14001 standard requirement implementation for Group.
* Conducting projects related to Safety sign boards and personal protective equipment.
* Conducting Health and Safety related trainings.
* Responsible for implementation of chemical compliance standard in group factories.

**Senior Executive Certification and Business Enhancement**

* Conducting Clients audits based on the ISO 9001: 2008 and ISO 9001: 2015 standards.
* Conducting Clients audits based on the OSHAS 18001: 2008 standards
* Submitting audit packs to accreditation body.
* Planning training programs to external customers related to the productivity and health and safety.
* Participating to SA8000 Audits as a Trainee Auditor.

**Senior Executive Compliance**

* Responsible for implementation of compliance and sustainability for the three factories.
* Conducting daily, monthly and quarter compliance audit for three factories to identify the safety related issues and implementation of actions to resolve such issues.
* Handling compliance budget to implement health and safety practices, renewal of certificate and compliance related trainings.
* Renewal of factory license and certificates.
* Monitoring working hours of the factory.
* Preparing factory profile including all the details related to the factory.
* Monitoring buyer websites, uploading proofs for NCs and timely updating the related details.
* Conducting Health and Safety related trainings.
* Monitoring subcontracting plants
* Developing compliance related training calendar based on the training need assessment and conducting trainings as per the prepared calendar.
* Conducting risk assessments.
* Monitoring third party payrolls, personal files and other related documents.
* Monitoring the waste disposal agreements.
* Maintaining the chemical log book and MSDS of chemicals.
* Renewal of annual audits of the factory.
* Coordinating and arranging health campaigns and awareness sessions.
* Conducting compliance related orientation training for new comers.
* Conducting CTPAT audits and implementing the CTPAT requirements.

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**Senior Executive HR & Administration**

* Responsible for all the administration functions of Training and Development department including training budget preparation, supplier payments, general maintenance and compliance
* Arranging outbound training and special events.
* Identifying training needs through researches and observations of operations.
* Arranging and coordinating training programs for group Supervisory, Executive and Management staff.
* Responsible for the skills development of cluster Supervisory Level employees
* Preparing training syllabus to fill the knowledge gap of supervisory level employees.
* Identify qualified internal staff as the trainer pool and arranging special events to refresh their knowledge.
* Arranging productivity enhancement trainings.
* Arranging soft skills development trainings for Executive level employees.
* Conducting management and HR related trainings for the supervisory level employees

**Executive Compliance**

* Conducting audits for group factories (including sewing, washing, printing and embroidery) and prepare audit reports within the same day. Include checking the payroll and HR systems of factories, checking the factory license& all other relevant documents, all policies as well as procedures, checking disciplinary and grievance procedures, checking employee personal files, conducting workers interview, facility tour and detailed analysis of working hours.
* Implementing the compliance standards of buyers such as Levi’s, Adidas, NIKE, Polo, Matalan,

Tesco, Li&Fung, M&S, George, H&M, Victoria secret, AOE, PVH, Hugo Boss, Patagonia, LIG, etc.

* Monitoring ETI audits and uploading Corrective action plans, proofs to SEDEX website in order to resolve non-compliances.
* Monitoring Tesco technical Library website and uploading Corrective action plans, proofs to TTL3 website in order to resolve non-compliances.
* Monitoring WRAP audits of the group.
* Conducting George supplier development programs (SDP) for group factories by implementing required HR practices, environmental and health and safety practices.
* Participating to the third party and buyers’ audits of group factories.
* Monitoring waste management systems of the group factories and the maintain agreement with waste disposers.
* Work with factory teams to resolve technical audit NCs work with factory teams to resolve CTPAT audit NCs.
* Conducting compliance awareness sessions for factory employees.
* Conducting working hours and pay roll calculation awareness sessions to for factor employees and compliance team members.
* Working with the AX system and make purchase orders to buy necessary equipment for department.
* Working with the factory teams and cluster HR team regarding the HRIS implementation.
* Working with group HR team regarding the payroll issues and potential development of the group pay roll system.
* Monitoring pay calculation and attendance sheets of third party employees.
* Monitoring grievance and disciplinary practices of the factories.
* Conducting awareness trainings to new recruited employees for compliance department.

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**IT SKILLS**

Customized statistical software’s – SPSS, Minitab; Company customized software- AX and SAP; MS Office (Word, Excel, Access and PowerPoint) Internet & E-mail applications



**PERSONAL DETAILS**

Date of Birth : 30th September 1990

Nationality : Sri Lankan

Marital Status : Married

Languages : English, Sinhala

Driving License : Holding Sri Lankan Driving License

Reference : Available upon request

**Visa Status** **: Visit Visa**

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