**DESHANI**

Deshani.392385@2freemail.com

**CAREERPROFILE**

A highly experienced goal-directed & achievement-focused Human Resources professional with a proventrack record of delivering sustainable improvements in performance through driving the learning agenda, being an active member of the recruitment team and by development & delivery of engaging HR Operations solutions which create the conditions required for success.

**WORK EXPERIENCE**

**Sri Lanka**

Junior Executive – Human Resources Management - 18 March 2015 to 16th June 2019

**Experienced Areas**

Recruitment & Selection

* Handling recruitment and on boarding process of all grades in the Bank
* Preparing vacancies with the assistance of business lines and design candidate profiles
* Search talent internal and external bases via Advertising (mass and digital media) , head hunting , recruitment agencies and industry referrals
* Screening candidates for suitable positions as per the requirements of the bank
* Conducting placement tests / Personality Tests and conducting assessment centers to identify potential candidates
* Responsible to finalize results of the assessments and shortlist candidates for selections.
* Scheduling interviews in coordination with Management
* Conducted many number of walking interviews and experience in mass recruitment drive around the country
* Liaising with external advertising firms / Head Hunters and recruitment Agencies
* Handling personal files and records of all recruits
* Well experienced in pre – employment checking, document screening, verifications

Talent Management

* Assist Manager HR Operations in Design an effective talent management framework for the bank.
* Conducting “Personality Profile Analysis” assignments to nominees of the talent and arranging individual discussions with respective corporate member to implement the Talent Management Framework of the bank.
* Managing talent pool of 50 high potentials.
* Handle Engagement / Development / Performance of talent pool members in coordination with management and other HR units.
* Human Resource Operations
* Maintaining records on staff Transfer request assist Manager HR Operations in transferring staff as per the job rotation Policy and based on business needs/ hande staff grievances of staff.
* Handling promotions of all grades including career path special promotions.
* Handling retirements of staff at all grades, extension of services of same and re-hiring on contract basis.
* Forward notices on resignations / retirements / contract expirations / Cessation of employment to the relevant departments within the bank for the smooth operations of the bank.
* Maintaining and updating records on all staff resignations / retirements / contact expirations / Cessation of employment and provide required details to the management as and when required

**Achievements and Contributions in the Job**

* Contributed for more 1300 approximate successful recruitments in the Bank.
* 750 Sales recruitments in 2 Years.
* Organized 3 major walking interviews which patronized more than 1500 in each event.
* Recruited and Inducted 10 Batches of Banking Trainees (400 Trainees ) in 2018.
* Contribution as an organizer for Bank Quiz , Recognition Awards , Annual Pirith , CSR Initiatives and many other engagement events ion the Bank.
* Inaugural member of Bank Toastmasters establishment and Member of EXCO for two consecutive years

**QUALIFICATIONS**

**Professional Qualification**

* Certified IPMA –HR (USA ) professional , 2018
* Successfully Completed Professional Qualification of Human Resources Management –Chartered Institute of Personnel Management (CIPM Sri Lanka)
* Completed Certificate Course in Human Resources Management – Institute of Personnel Management (IPM Sri Lanka)
* Completed Foundation course in Human Resources Management – Institute of Personnel Management (IPM Sri Lanka)
* Completed Certificate Course in Computer Application – National Institute of Business Management (NIBM)

**Academic Qualification**

* **G.C.E Advanced Level Examination (2014) – Kandy Girls’ High School**

Higher Distinction - Accounting / Economics / Business Studies / English

* **G.C.E Ordinary Level Examination (2011) - Kandy Girls’ High School**

Higher Distinction - English / Religion / Mathematics / Sinhala Language / History / Geography / Health and Physical Education / Science / Dancing

**COMPUTER LITERACY**

Conversant in below listed software:

* Expert in Excel, Word , PowerPoint and Outlook

**PERSONAL INFORMATION**

Date of Birth : 11.02.1995

Nationality : Sri Lankan