

*ERANDA*

**EMAIL :** **eranda-394456@2freemail.com**

**DATE OF BIRTH :** 6th August 1980

**LANGUAGE SKILLS :** Fluent in English

***PROFILE :***

*An accomplished and driven professional with an entrepreneurial spirit and unmatched drive. Possessing a proven ability to contribute to a company both at strategic and operational level when delivering people management strategies…*

***KEY SKILLS :***

* ***Ability to tactfully deal with difficult and sensitive situations.***
* ***Excellent oral and written communication skills.***
* ***Influencing, persuading, coaching and negotiating skills.***
* ***Experience in interacting with different nationalities.***
* ***Pro-active and self motivated.***
* ***Payroll management and Personnel Management.***
* ***Knowledge in Oracle/ Taleo, SAP and sniperhire/cazar***

### *PRSENT EMPLOYEMNT*

**ESTABLISHMENT : in Abu Dhabi**

**Position :** Freelance Human Resources Manager

**Duration :** 24th February 2019 to date

***PAST EXPERIENCE***

 **ESTABLISHMENT : in Abu Dhabi**

**Position :** Manager –Human Resources **(Pre – opening)**

**Duration :** 07th October 2018 to 31st December 2018

**Reporting to :** General Manager

**Direct Reports :** Assistant HR Manager, HR Coordinator, HR Administrator, Accommodation Coordinator, PRO

**ESTABLISHMENT : (Pre-opening)**

**Work Force :** 800 Employees (53 Nationalities)

**Position :** Cluster Assistant Manager –Human Resources

**Duration :** 30th March 2014 to 07th October 2018

**Reporting to :** ClusterDirector -Human Resources

**Direct Reports :** Government Relations Coordinator, HR Executive, HR Coordinator Accommodation Coordinator, Accommodation Officer, HR Administrator, HR Officer.

* Senior Consultant From 1st August 2013 to 20th March

2014.

* Freelance Human Resources Consultant From 1st September 2013 to 20th March 2014.

 **ESTABLISHMENT :** (*AWARDED AS* ***THE BEST FIVE STAR******HOTEL*** *IN SRILNAKA AND CINNAMON LAKESIDE IS UNDER THE UMBRELLA OF THE BLUE CHIP CONGLOMERATE OF JOHN KEELLS HOLDINGS PLC,)*

**No of Rooms**  **:** 344

**Work Force :** 900 Employees

**Position :** Manager –Human Resources

Duration **:** ***(20/01/2011 - 02/07/2013)***

**Reporting to :** Director -Human Resources

**Direct Reports :** Employee Relations Manager, two HR Executives, Leave Admin Executive, Cafeteria Supervisor, Welfare Officer and Hotel Nurse.

**Reason for leaving :** Joined with Aman Resorts and FIHRT Institute as a Consultant

**ESTABLISHMENT :**

(***Affiliated Brands of Avani Hotels and Resorts:*** [*Per Aquum,*](http://www.peraquum.com/)[*Elewana Collection*](http://www.elewanacollection.com/)*,* [*Anantara Hotels, Resorts & Spas*](http://www.anantara.com/)[*oaks Hotels &Resorts*](http://www.oakshotelsresorts.com/)*)*

**No of Rooms** **:** 188

**Work Force :** 300 employees

**Position :** HR Manager

**Duration :** 1st October 2010 to 12th January 2011

**Reporting to :** Director -Human Resources & Administration

**Direct Reports :** HR – Coordinator, HR Assistant

**Reason for leaving :** To join with Cinnamon Lakeside Colombo

**ESTABLISHMENT :** (*HILTON IS THE PRESTIGIOUS BRAND LEADER IN*

*THE HOSPITALITY INDUSTRY WITH MORE THAN 2800 HOTELS OVER 80 COUNTRIES)*

**No of Rooms**  **:** 384

**Work Force :** 800 Employees

**Position :** HR Executive

**Duration :** 1st November 2006 to 24th September 2010

**Reporting to :** Manager Human Resources

**Direct Reports :** HR Officer, HR Coordinator, HR Assistant, Hotel Nurse, Cafeteria Chef

**Reason for leaving :** Got selected to work with AVANI as the HR Manager

***ACHIEVEMENTS:***

* ***Implemented a project to sale the Newspapers and Water Bottles used by Hotel guests and the funds were given to Hotel Welfare Society (Average sale for a month was 800 USD)***
* ***Created two Data Base to track Contract and Casual employee Service breaks, renewals by using Excel.***
* ***Set up a new Gym for staff members.***

**ESTABLISHMENT :** **AMANGALLA** (AMANGALLA BELONGS TO THE INTERNATIONAL

AMANRESORTS CHAIN WITH 30 RESORTS WORLDWIDE)

**No of Rooms**  **:** 250

**Work Force :** 400 employees

**Position :** Human Resources Coordinator

**Duration :** 1st September 2005 to 15th October 2006

**Reporting to :** Area Human Resources Manager

**Direct Reports :** 2 (HR Executives)

**Reason for leaving :** To join with Hilton Colombo

***ACHIEVEMENTS:***

* ***Became the youngest HOD in the Hotel and was a pre- opening member.***
* ***Was able to achieve the highest marks for HR Audits from the region***
* ***Increased the Employee Satisfaction survey results from 82 to 94.***
* ***Introduced new Employee Reward and Recognition Schemes such as Employee of the month/Year, Honesty Certificates, Rewarding creative ideas.***
* ***Introduced new Insurance Schemes such as OPD, Hospitalization and Critical Illness Coverage, Death and Workmen Compensation Schemes.***

**ESTABLISHMENT :** *IT IS A LEADING*

 *COMPANY IN MANUFACTURING AND TRADING INDUSTRY IN SRILANKA)*

**Work Force :** 750 employees

**Position :** HR- Officer/ HR- Executive

**Duration :** 26th June 2003 to 25th August 2005

**Reporting to :** Joint Managing Directors/Group Human Resources Manager

**Direct Reports :** 2 – HR Assistants

**Reason for leaving :** To change the industry from Manufacturing to Hospitality

### *PROFESSIONAL QUALIFICATIONS*

* Diploma in Human Resources Management.
* Completed the Foundation Course in Human Resources Management. (Conducted by the Institute of Personnel Management)
* Completed the Certificate Course in Human Resources Management. (Conducted by the Institute of Personnel Management)
* Diploma in Microsoft Office and Advanced Excel for HR.
* Followed the courses offered by The Hilton University as below:
	1. ***LEADERSHIP @ HILTON***
	2. ***TIME MANAGEMENT***
	3. ***BUILDING FIRM RELATIONSHIPS***
* Received a certificate from Jumeirah to conduct **Behavioral Based Interviews**.

***LEISURE ACTIVITIES***

Spending time in the Gym, dining out and socializing, travelling, watching wrestling