



SHENI

ADMIN - HR EXECUTIVE

Experience

Dedicated and results-driven HR Executive with 4years of comprehensive experience in leading human resources functions. Adapt at developing and implementing strategic HR initiatives to align with organizational objectives. Proven expertise in employee development, and fostering a positive workplace culture.



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Dubai, Business bay

EDUCATION

- **Bachelor In HR management**
Chartered Institute of Personnel mgt.
2020 - 2023
- **Higher National Diploma In Business Administration**
Advance Technological Institute SL
2017 - 2020
- **IELTS Academics English Language proficiency CEFR B2 level**
British council SL
2021
- **NVQ level 4 certificate in Information and communication technology**
NAITA - SL
2016

SKILLS

- Employee training and development.
- Microsoft Office and OPERA S.W.
- Team Collaboration and building.
- Strategic Thinking.
- Adaptability.
- Budget Management:

LANGUAGE

- English
- Sinhala
- German

(2022-present)

HR Manager - International Company (Sri Lanka)

- Coordinate and administer all administrative activities of the company.
- Develop and conduct recruitment tests and trainings.
- Implement the systems of payroll and behavior, staff benefit management, and onboarding of new employees.
- Manage the HR budget, including planning and allocation of resources
- Stay informed about employment laws and regulations to ensure the organization's practices align with legal requirements

(2020 - present)

Fashion Business Entrepreneurship - Albrecht Designs

- Ensuring customer service. stocking shelves, and taking measures to ensure the financial success of the store.
- Stay informed about industry trends, fashion cycles, and customer preferences to make informed business decisions

(2020- 2021)

HR Assistant - Hotel Refresh Blue

- Assisted in the recruitment process.
- Maintained accurate and confidential employee records. Coordinated training sessions and workshops for employees
- Exit Process Assistance and Provided general administrative support to the HR department.
- Handled OPERA software for front desk operations .

(2019-2020)

HR executive- Insight Resort & Spa

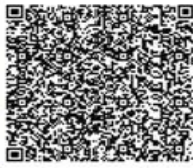
- Developed and implemented strategic HR plans aligned with business objectives.
- Coordinate with Employee Relations and handling employee grievances.
- Implemented and managed performance appraisal systems

(2019 - 6months)

Administrative Assistant - Start Garments (pvt) ltd.

- Drafted and edited correspondence, reports, and presentations, maintaining a high standard of accuracy Managed expense reports, Utilized various software applications, including Microsoft Office and HRIS for HR tasks.
- Assist with basic bookkeeping tasks, such as invoicing, tracking expenses, and reconciling accounts

REFERENCE



ANUP P BHATIA
HR CONSULTANT

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