

SACHINTHANI DISSANAYAKA

PROFESSIONAL PROFILE

Experienced HR professional with expertise in recruitment, onboarding, payroll processing, and visa handling. Proven ability in client relationship management, customer service, and staff training. Skilled in academic coordination and curriculum management. Background in creative writing and multimedia content creation. Strong organizational and communication skills. Strong organizational and communication skills with a proven track record in both corporate and academic environments.

WORK EXPERIENCE

HR coordinator

2024 – present

Miramar Al Aqah Beach resort

- Recruiting
- On boarding and Orienting new employee
- maintaining employee records
- Conduct employee engagement activities
- processing payroll
- handling casual staff
- handling exit clearance process
- visa processing (Apply + renewal + cancellation)

Relationship Executive

2022 - 2023

Smart Credit Capital & Investment Ltd

- Managed all daily requests across 26 branches in Sri Lanka.
- Handled all administrative activities, ensuring efficient operations.
- Organize and Deliver services.
- Provide sales input and client perspective in to product development , marketing initiatives and other related task.
- Addressing customer concerns and complains .
- Build relationship with employee among customers
- training staff
- monitoring competitors.

HR Subject Coordinator (part time)

2021 - 2022

GAPS Institute - HR Department

- Being Active in Academic committees.
- Assess student work and supervise exams
- Organizing Examinations.
- Managed HR curriculum coordination
- Conducted training sessions for HR department initiatives.

Freelance Voice Artis (part time)

2023- Present

CSR Film Society

- Provided voiceover services for CSR Film Society projects.
- Assisted with various tasks in film production.
- Coordinated logistics for film screenings and events.

HR assistant

2020- 2021

CS clothing industry , Dambulla – Sri Lanka

- Supported human resources processes by administering tests.
- Scheduled appointments for interviews, meetings, and training sessions.
- Conducted orientation programs for new employees.
- Maintained employee records and information accurately.
- Assisted with recruitment and payroll processes.
- Coordinated employee training and development programs.
- Handled employee inquiries and resolved HR-related issues.
- Assisted in the preparation and distribution of HR-related documents and communications.
- Ensured compliance with HR policies and procedures.

Creative Writer

2018 – 2019

Susila Production, Nugegoda

- Crafted multimedia content for projects.
- Developed marketing copy and social media content.



CONTACT



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DMSK DHARMAWARDHANA
DIBBA, FUJAIRAH, UAE.

PERSONAL DETAILS

Date of Birth : April 29th, 1996

Nationality : Sri Lankan

Gender : Female

Marital Status : Single

Passport No : N217016216

SKILLS

- Recruitment and Onboarding
- Employee Relations
- HR Policies and Compliance
- Conflict Resolution
- Time Management
- Communication Skills
- Client Relationship Management
- Customer Service Excellence
- Sales and Business Development
- Onboarding
- Payroll
- Visa Handling
- Staff Training
- Creative Writing

LANGUAGES

- English
- Sinhala
- Tamil (Following)

REFERENCE

Mr. Kennedy Sam0

Director of HRM

Miramar al Aqah Beach resort/

050 457 7389(whats app)

Mr. prasad K.A.C

Director of culinary

050 424 4830

EDUCATIONAL QUALIFICATIONS

Master of Human Resources Management 2023 - present
Membership No . FGS/MHRM/2023/024
University of Kelaniya.

Performing Art (sp) graduated 2016 - 2022
(BA special in performing arts & holdsBA(sp) in film studies , dancing , music and drama and theater Art.
Membership no : (SC/PA/2015/2016/08)
University of Colombo

Vocal Music (BA) 2018 - 2023
University of Lucknow Bhatkhande Music Institute,

GCE Ordinary Level examination
Department of Education Sri Lanka (Primary certificate) 2012

GCE Advanced Level examination
Department of Education Sri Lanka (Secondary certificate) 2015

COURSES

Diploma in human resources management & laborer law
The national youth service council

Diploma in Psychology & Counseling Diploma Course
NEXZA Institute Of Psychology

Diploma in Business Administration Diploma Course
IAPT Campus

Japanese Language - JFT
National Youth Service Council NYSC Maharagama

Diploma in Performing arts & Theater Studies Diploma Course
Foundation , Ranawala Balakaya (Folk Dance & Folk Music)

Diploma in reading , program presenting & programing art
Rangiri Sri Lanka media school

Diploma in English - Diploma Course
DIPLOMAT'S MUN

ACHIEVEMENTS

- Held the Responsibility as the deputy Head Prefect (2014-2015)
Vijaya College, Matale., Sri Lanka
- Awarded as a best actress in the all island school drama festival /
All island school music festival (2014)
- Worked with ranwala foundation & susila teledrama production house
- Join with university film making association , as a Art director & Marketing director .

DISSERTATION

- An Analytical study of how the invisible forces & beliefs of Sri Lankan society, portrayed in cinema (2021)
- Indigenous medicine & invisible forces commodification - present