

PRADEEP BANDARA

ADMINISTRATIVE EXECUTIVE | HR ASSISTANT

+971582853605

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AI Nahda, Sharjah, UAE



PERSONAL DETAILS

Name - S.M.P.B Jayathilaka
Birthday - 09-November-1991
Visa Status - Visit Visa 60 Days

SKILLS

- ✓ Communication & interpersonal skills
- ✓ Analytical & problem-solving skills
- ✓ Leadership & management skills
- ✓ Business development skills
- ✓ Industry-specific skills
- ✓ Software proficiency
- ✓ Trading platforms expertise
- ✓ Trade monitoring
- ✓ Market insights

EDUCATIONAL QUALIFICATIONS

- ✓ Bachelor of Public Management (Special) At University Of Sri Jayewardenepura, Sri Lanka.
- ✓ The Diploma In Microsoft Office Corse
- ✓ The Diploma in Digital Entrepreneurship at TBS International Campus, Sri Lanka.

LANGUAGES

ENGLISH



HINDI



AVAILABILITY

Ready to Join Immediately

REFEREES

Can be provided on the request.

I am a graduate with a Bachelor's degree in Public Management and over 4 years of experience in administration, human resources, and financial markets. I have a proven ability to streamline administrative and HR processes, enhancing efficiency and contributing to organizational success. I am seeking a role as an Administration Assistant or HR Assistant, where I can leverage my expertise to deliver impactful results. With a strong foundation in administration, human resources, and finance, I am dedicated to improving processes and achieving organizational goals.

EXPERIENCE

DEVELOPMENT OFFICER (Internal Audit Officer)

Central Provincial Public Service Commission of Sri Lanka 📅 January 2022 to Present

- ✓ **HR Policy Development & Implementation:** Developed and implemented HR policies and procedures (recruitment, training, performance management, employee relations) within the Central Provincial Public Service, ensuring regulatory compliance and best practices.
- ✓ **Performance Management:** Administered the performance appraisal process (goal setting, reviews, feedback), providing training to managers and employees. Analysed performance data to identify trends and improve overall employee performance.
- ✓ **Employee Relations:** Managed employee relations issues, including grievances, disciplinary actions, and conflict resolution. Conducted investigations, mediated disputes, and ensured fair application of HR policies, resolving cases and fostering a positive work environment. Monitored key departments including administration, human resources, finance, and document management to ensure compliance and efficiency.
- ✓ Oversaw and enhanced sub-sales department operations by creating effective marketing strategies to boost sales.
- ✓ Conducted daily transaction reviews, bank deposit checks, and monthly evaluations across all departments.
- ✓ Prepared detailed PowerPoint presentations and presented monthly departmental performance reports to the director.
- ✓ Successfully implemented a document management system, reducing costs and improving operational efficiency.

MARKET REASECH ANALYST

TBS International Campus, Kandy, Sri Lanka.

📅 January 2018 to January 2022

- ✓ **Risk management:** skilled in identifying, analysing, and mitigating financial risks across trading portfolios using strategies like position sizing and stop loss orders. Proven ability to adjust risk parameters and monitor portfolio performance to optimize outcomes.
- ✓ **Highly skilled forex and commodities trader with over 4 years of experience.** Proven track record of providing accurate buy/sell signals for forex, gold, and volatility 75 markets. Expertise in technical analysis utilizing advanced indicators (moving averages, RSI, MACD, chart patterns, ICT, SMC, Wyckoff, and Elliott wave) on MT4 and MT5 platforms.
- ✓ **Trading psychology and market analysis:** strong understanding of trading psychology and its impact on decision-making, with the ability to perform efficiently under pressure in dynamic market environments.