

# ANUSHKA PRIYASAD

Experienced HR Professional | Expert in Payroll  
Administration HR Strategy & PRO Officer

## ABOUT ME

Driven and proactive HR professional with 9 years of experience in delivering comprehensive administrative and clerical support across all facets of Human Resources. Demonstrated expertise in payroll management, PRO services, and HR policy implementation. Skilled in managing daily HR operations, correspondence, documentation, and communication tasks with a strong commitment to service excellence. Highly proficient in MS Office and Outlook, with exceptional organizational and multitasking capabilities to efficiently support HR functions and contribute to smooth business operations.

## EXPERIENCE

### HR / Administration & Public Relations Officer

Grand Emirates Market LLC | 2025-present (Abu Dhabi / UAE)

- In my role at Grand Emirates Market LLC, I optimize HR functions and ensure compliance with UAE labor regulations. I collaborate with department heads on recruitment, facilitate employee onboarding, and mediate workplace conflicts. My responsibilities include performance management, identifying training needs, managing payroll and benefits, and processing visas while liaising with governmental bodies like MOHRE and ICP. I also track HR metrics to recommend improvements and promote workplace health and safety, enhancing HR efficiency to support our mission of delivering exceptional luxury retail experiences.

### Supermarket Management -System & HR / Admin & Finance

Saveway Supermarket | Sep - Dec 2024 (Abu Dhabi / UAE)

- oriented Supermarket Manager with a proven record of driving 75% sales growth and optimizing budget management by 35% to enhance profitability. Expertise in inventory control, staff training, and delivering excellent customer service while ensuring compliance with company policies. Skilled in operational policy development and maintaining a safe store environment. Proficient in sales analysis, market trend evaluation, and supplier negotiations. Strong leadership abilities with a focus on budgeting, payroll management, and regulatory compliance to drive business success.

### HR Executive

98Acres Resort & Spa - Vella Group | Jan - Sep 2024 (Sri Lanka)

- Experienced HR Executive with a strong background in talent acquisition, employee relations, and performance management. Proven ability to develop effective recruitment strategies and streamline onboarding processes to enhance employee engagement and retention. Skilled in conflict resolution, career development, and administering compensation and benefits, including salary structuring. Expert in HR policy development and compliance with labor laws, while proficient in tracking HR metrics and preparing management reports. Experienced with HRIS systems and payroll processing, committed to aligning HR strategies with business objectives.


### HR/Admin Officer (Operation In-Charge)

PDC Tamween catering GSSG ISO 22000 | Doha, Qatar (2015 -2023)

- As the HR/Admin Officer overseeing operations, I managed day-to-day administrative and HR functions with a strong focus on employee welfare, compliance, and operational efficiency. Key responsibilities included attendance management, employee documentation, and coordination of staff accommodations and uniform distribution. I facilitated medical support and hygiene training to enhance employee satisfaction and productivity. I also monitored staff vacations, managed disciplinary procedures, and prepared monthly reports, including accommodation stock and uniform inventory. My role involved ensuring accurate record-keeping, efficient communication, and the overall well-being of employees within the organization.



## PERSONAL DETAILS

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## SKILLS

- Talent Acquisition & Recruitment Strategy
- Employee Engagement & Retention
- Performance Management & Coaching
- HR Policy Development & Compliance
- Organizational Development
- Compensation & Benefits Administration
- Leadership Development
- Conflict Resolution & Employee Relations.
- Payroll Processing.

## TECHNICAL SKILLS

- Outlook's automated calendar.
- 10-key data entry and accounting.
- Internet, Email and MS Office Suite.
- Zoom, Google Drive, Social Media.
- SAP ERP System/ Sign HR / Oracle ERP.

## EDUCATION

- Commerce Ordinary Level & Advance Level.
- Master of Computer Diploma BRIGHT Information Technology (Graphic Design, Multimedia & Hardware).
- Diploma Course in Computer Studies under Skyline Computer Systems.
- Completed & Success in AAT -2012 Bachelor Level.
- Bachelor Degree of Commerce and Business studies.
- Completed a 1-year HRM Certification Course (CPD) at Excellence Training Center, Doha – Qatar.
- HRIS Certification Course – Partially completed.
- Attended a 6-month IELTS Preparation Course at Kaamil Training Center, Doha – Qatar.

## LANGUAGE

- Sinhala, English, Hindi, Tagalog.