

# MALINDA PATHIRANA

## HR & Administrator Officer



Contact: +971523088657

[malindapathirana26@gmail.com](mailto:malindapathirana26@gmail.com)

Al Rigga, Dubai, United Arab Emirates

Visa Status: Visit Visa

Nationality: Sri Lankan

LinkedIn: [www.linkedin.com/in/malindapathiran](https://www.linkedin.com/in/malindapathiran)

## Objective

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Highly organized and detail-oriented HR & Administrator officer with proven experience in payroll management, office management, accommodations & transport management, HRMS handling, conducting orientation programs, Performance appraisals, Employee leave management, coordinating interviews, providing monthly salary instructions and knowledge on maintaining employment records and interested in this position where I can utilize my strong Human Resource Management background to add value to drive organizational success.

## Summary of Qualifications

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- **HRMS and Data Management:** Skilled in utilizing HR management systems (HRMS) and proficient with MS Office Suite for data analysis, ensuring data accuracy and compliance
- **Recruitment and Onboarding:** Expertise in recruitment, resumes screen, onboarding processes, and ensuring a smooth integration for new hires and Conducted orientation program
- **Time and Attendance Management:** Skilled in managing time and attendance systems to ensure accurate tracking of employee attendance, leave, overtime while maintaining compliance with labor regulations
- **Office Management:** Documents management, Record keeping, phone calls handling, incoming and outgoing emails management, Meeting Coordinate and schedule Appointments

## Work Experiences

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### HR OFFICER & ADMINISTRATOR

Asiri Central Hospital

August 2022 to August 2024 (02 Years)

- Prepared employee monthly salary instruction using Excel and HRMS system and transferred to the payroll process (Attendance, No Pay, Absenteeism, over time and Leave Management)
- Accurately monitor employee monthly attendance, timesheets and leaves (annual, medical, casual and maternity)
- Assist with recruitment process in job posting, screening resumes, sourcing potential candidates, shortlisting, schedule interviewing and selection
- Assist with onboarding and issuing offer letter and employment contract

- Monitor the employee accommodation and transport service
- Maintain office supplies, stock and inventory levels
- Accurately implement HR strategies and build a relationship between staff, supervisor and senior management
- Handle and maintain documentation and files of all employees
- Scheduling appointments and coordinate meeting, attending meeting and takes a meeting minute
- Enter and maintain new recruited employee records in HRMS system
- Assist with employee queries, grievances issues, employee request and promoting a positive working environment
- Handle the annual employee performance appraisals and updating employee handbooks
- Reporting HR metrics such as cost per hire, turnover rate, revenue per employee, employee engagement score, training cost per employee, absenteeism rate, employee productivity rate
- Conducted annual HR audit (Employee personal files, Payrolls, Attendance, Resignations)
- Provided day to day administrative support in filing, typing, printing, document scanning, data entry, photocopying, physical and digital document management

## **HR INTERN**

**Asiri Central Hospital**

**January 2022 to July 2022 (07 Month)**

- Supported to attendance management team to prepare monthly salary instruction
- Supported to conducting induction program to new hires and ensure that new employees understand the company's policies, procedures, and culture
- Supported the recruitment and hiring process by job posting, scheduling interviews, conducting preliminary screening candidates, candidates sourcing, assisting in shortlisting, develop a pool of qualified candidates and manage the recruitment cycle
- Participated in the development and implementation of employee performance management program and maintain organize file, accurate employee records and databases to ensure the integrity and confidentiality of sensitive employee information
- Developed effective communication media such as presentations, answering phone calls and emails to support HR initiatives and company-wide announcements

## **Professional Qualifications**

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- **Bachelor Of Science Honors in Human Resource Management**  
Rajarata University of Sri Lanka
- **Payroll Management Certificate Course**  
Institute of Professional Training and Development Central
- **Excel Certificate Course**  
It Global Academy

## **Skills**

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|------------------|-------------------|
| • Multitasking   | • Communication   |
| • Organizational | • MS Office suite |