



Dinushika Ganeshan


Human Resources Officer

ABOUT ME

Name: Ganeshan Dinushika
DOB: 12.10.1999
Gender: Female
Address (permanent): B 3/2/2 Sri dhamma
Mawatha, Colombo 10.
Civil status: Unmarried

CONTACT DETAILS

 dinushi1012@gmail.com

 0717812623

 0752753744

 <https://www.linkedin.com/in/dinushika-g/>

ABOUT ME

I'm Highly motivated, enthusiastic and good team player with proper leadership skills and communication skills. I'm always waiting for a new challenge and getting the challenge as opportunity and striving for excellence. Ability to work under any pressure and being able to work with many employees with a clear understanding of their ideas and goals. I'm sure that I can provide better service to the organization that meets the desired expectations and provide my full effort the success of the organization.

WORKING EXPERIENCE

Ninewells Hospital (Pvt) Ltd - October 2022–Present
HR- Officer

- Being actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process for Ninewells Hospital/NW Logistics/NW Healthcare and all the sub centers.
- Utilize various channels to source potential candidates, including job boards, social media, and professional networks.
- Collect pending documents, complete company documents, and keep the personal file up to date.
- Extend job offers, and negotiate salary and benefits when required, adhering to company guidelines.
- Initiate progress review reports and obtain Head of Department assertion on confirmation/contract renewals.
- Responsible for updating HRIS when there are new recruitment and employee movements.
- Screens applications and recommends qualified candidates.
- Assist with day-to-day operations of the HR functions and duties.
- Maintains the paperwork of the recruitment process.
- Coordinate and conduct medical screening for new joiners and register employees in the Face Scan System.

LIFE SKILLS

- Languages
 - Sinhala – Fluent
 - English – Professional
 - Tamil – Native
- Soft Skills
 - Computer Literacy
 - Proper Leadership skills
 - Effective Communication skills
 - Technological Competency
 - MS Office
 - Good Team Player
 - Counselling

REFERENCES

- Ms. Saumi Rangedara
 - Assistant Manager – Human Resources
 - 55/1 Kirimandala Mawatha, Colombo 5
 - Ninewells Hospital (Pvt)Ltd
 - 0714089908
- Mr. Susantha Peiris
 - Head of Operations
 - 55/1 Kirimandala Mawatha, Colombo 5
 - Ninewells Hospital (Pvt)Ltd.
 - 0770449567

Ninewells Hospital (Pvt) Ltd - Jan 2022 – Sep 2022

HR- Intern

- Develop and design training programs aligned with organizational goals and employee development needs.
- Facilitate training sessions for employees at various levels.
- Create and design a weekly training calendar and share the training schedule with all the departments for employees.
- Conduct internal and external training for employees.
- Handling training attendance and feedback form of participants up to date.

Expo Lanka Freight (Pvt) Ltd - May 2019 – May 2020

HR- Assistant

- Handling outsources employee’s payment vouchers.
- ABH form registration of employees.
- Keep Personal files up to date.
- Liaise with the Manager to run the smooth operation.

PROFESSIONAL QUALIFICATION

CIPM – Colombo 05

CIHRM – Following March 2024 – Present
Chartered Institute of Personal Management | Sri Lanka

DPHRM – Completed March 2023 – March 2024
Chartered Institute of Personal Management | Sri Lanka

ACHRM - Completed April 2021 – July 2021
Chartered Institute of Personal Management | Sri Lanka

EDUCATION QUALIFICATION

All Saints’ College – Colombo 08

G.C.E. Ordinary Level – 2015 • A1, B1, C3, S2

All Saints’ College – Colombo 08

G.C.E Advanced Level – 2018 • Sinhala – A • Communication & Media Studies – B • Political Science – S • General English – C

.....17.03.2024.....
Date

.....Dinushika...
Signature