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EDUCATION

HND in Business Management (2018-2022)

Sri Lanka Institute of Advanced Technological
Education (SLIATE), Nawalapitiya

Certificate in ICT (2016)

Future World IPS, Kandy

Diploma in English Language (2018)

BCAS Campus, Kandy

G.C.E (O/L) (2014)

G.C.E (A/L) (2017)

Gampola Zahira Collage, Gampola

SKILLS

- Talent Acquisition & Selection
- Administrative Proficiency
- HR Operations Mastery
- Meticulous Attention to Detail
- Efficient Organization Skills
- Eager Continuous Learner
- Collaborative Team Player
- Innate Self-Motivation
- Accurate Bookkeeping
- Swift Data Entry
- Proficient Data Analysis

LANGUAGES

English (Professional Proficiency)

- Writing: Clear Communicator
- Speaking: Confident Articulator
- Reading: Diverse Comprehension
- Listening: Varied Understanding

Tamil (Native or Bilingual Proficiency)

HALEEMA NISTHAR

HR ASSISTANT

PERSONAL PROFILE

Experienced and self-motivated HR professional with a solid foundation in office administration, recruitment, and HR operations. Skilled in CV screening, maintaining candidate databases, and ensuring seamless onboarding processes. Detail-oriented, organized, and enthusiastic about continuous learning to enhance HR expertise. Proven track record of fostering collaborative teamwork for efficient HR task execution

WORK EXPERIENCE

HR Assistant | Gampola Mahajana Super

January 2022 - February 2023

Confidential HR Records Management:

- Managed and maintained sensitive human resource records while ensuring confidentiality.
- Independently handled the onboarding process for newly hired employees.

Database Maintenance and System Support:

- Updated HR databases with new employee information, managed benefit changes and contributed to HRIS database accuracy.
- Assisted in implementing and managing changes in the Human Resource Information System.

Recruitment and Performance Monitoring:

- Conducted thorough review and screening of applicant resumes to identify qualified candidates.
- Monitored employee attendance and performance, ensuring adherence to company policies and addressing issues appropriately.

Employee Lifecycle Management:

- Proficiently processed employee termination paperwork under supervisory guidance, ensuring compliance with company procedures.

HR Trainee | Gampola Mahajana Super

May 2021 - November 2021

Data Management and Confidentiality:

- Documented human resource records while maintaining strict confidentiality.
- Assisted in handling the onboarding process for new employees.

Database Maintenance and Updates:

- Supported the update of HR databases with new employee information and benefit changes.
- Assisted in updating and ensuring accuracy in the Human Resource Information System (HRIS) database.

Applicant Screening:

- Reviewed and screened applicant resumes to identify potential candidates.