



ISANKA SRIMALI.

 Dubai, UAE

 Flat 704, Baks Al Nahda Building, Amman street,
Al Nahda 2, Dubai.

Mob: +971585099521

Email : srimaliugi@gmail.com



CAREER OBJECTIVE

I am a self-motivate person who likes to work hard and achieve good results. I enjoy learning new things and I am always keen to learn new skills and experience. I am looking to being able to work with an employer and be of benefit to their company.

SKILLS & ABILITIES

- Good communication skills in English, Tamil & Hindi.
- Knowledge of correct product and equipment in the working field.
- Multitasking person & I like to be punctual, and I always meet my deadlines.
- Ability to use electric equipment in a safe and effective manner
- I can work productively and calmly when under pressure.
- I am a flexible person, and I can adapt to change easily.
- I have experience in different working environments.

WORKING EXPERIENCES

01. Timex Garments (Pvt)Ltd. Dematagoda, Sri Lanka - worked as a HR Intern for 6 months.

- Employee engagement
- Documentation
- Interviewing
- Recruitment
- ETF/EPF
- All HR Related Letters Preparation

02. Timex Garments (Pvt) Ltd. Kadawatha, Sri Lanka - worked as an Officer - HR for 2 and half years.

- Payroll process
- HIRS system (Hsenid)
- Salary process
- Time and attendance
- Employee engagement
- Documentation
- Interviewing
- Recruitment
- ETF/EPF
- All HR Related Letters Preparation

03. Sensetronics (Pvt) Ltd. Minuwangoda - Sri Lanka - worked as an Executive - HR for 3 months.

- I have done overall HR works individually.

04. Timex Garments Corporate Head Office - Sri Lanka - worked as an Executive-Payroll for 7 months.

- Group payroll
- HRIS System (Hsenid) Handling

05. HNB Finance PLC Head Office -Sri Lanka - Worked as an Executive - HR for one and half year.

- Payroll
- HRIS system (HCM)
- Letters (Appointment /Increment/ Promotion/ Confirmations)
- Staff Insurance details handling (Life & General)
- Staff loan handling
- Involve to other HR related works
- Documentation

EDUCATION & PROFESSIONAL QUALIFICATIONS

- Completed Pearson BTEC Level 05 Higher National Diploma in Business - Human Resource Management Institute Colombo 05.
- Completed British Way English Academy Spoken English diploma.
- Completed Diploma in Human Resource Management - Aquinas University
- Following Certificate course in UAE Accounting & Taxes.

EXTRA CURRICULAR ACTIVITIES

- Played volleyball in School Level
- Language: Fluent in oral and written Sinhala and English, Fluent in oral Tamil & Hindi Language is manageable.
- Proficiency in Microsoft Windows, word, excel, power point, use of internet and email.

PROFILE

- Full Name : Urapala Gamage Isanka Srimali
- Name with Initials : U. G. I. Srimali
- DOB : 17/02/1995
- Gender : Female
- Civil Status : Married
- NIC No : 955481682V
- Nationality : Sri Lankan
- School Attended : Siddartha Central College, Colombo- Sri Lanka

NON-RELATED REFEREES

	1	2
Name	Mrs. Niranjala Siriwardhana	Mr. A J S Silva
Job Role	Merchandising Manager	Manager
Working place Address	Stewart's Group No. 16 Vihara MW ,Papiliyana - Sri Lanka	Sensetronics (Pvt)Ltd No.384/A, Colombo Road Opatha, Kotugoda, - Sri Lanka
Mobile Number	+94 718733156	+94 763251927

I confirm that the information given above are true and correct to the best of my knowledge. I am aware that in the event of this information being found factually incorrect prior to employment; my application is liable to be summarily dismissed.

Date : 14/09/2023

Signature :

