**RAJITHA LAKMAL**
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**🎯 Professional Summary**

Dedicated and highly organized Human Resources and Administrative Professional with over 8 years of experience managing employee wellness, internal events, travel coordination, and HR operations. Currently serving in a leadership role overseeing staff engagement programs, onboarding, and facilities. Proven ability to improve employee satisfaction, ensure compliance, and support cross-functional team operations. Open to relocation and excited to contribute to a dynamic, multicultural environment in the UAE..

### ✅ **Core Competencies**

* Employee Wellness & Staff Engagement
* Recognition & Incentive Program Coordination
* Event Planning & Onboarding Support
* Travel & Logistics Administration
* Office & Facility Management
* HR Policy Compliance
* Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
* Multicultural Communication & Confidentiality

**🧩 Professional Experience**

**Operations Manager**

**CDI Electrical (Pvt) Ltd (Subsidiary of Everbolt Engineering) | Rajagiriya, Sri Lanka**
**Oct 2023 – Present**

* Oversaw all administrative operations, including travel, onboarding, and employee facility upkeep.
* Coordinated staff events, birthday recognitions, and wellness programs.
* Maintained high standards in cafeteria and locker room operations.
* Developed internal HR communications and performance feedback mechanisms.

**Human Resource & Administration Manager**

**Everbolt Engineering (Pvt) Ltd | Rajagiriya, Sri Lanka**
**Jan 2017 – Oct 2023**

* Led onboarding, employee communications, and wellness-driven initiatives.
* Managed internal recognition events, CSR projects, and incentive tracking.
* Collaborated with departments to uphold HR compliance and staff engagement.
* Improved overall employee experience by introducing structured programs.

**Sales & Showroom Assistant Manager**

**Everbolt Engineering (Pvt) Ltd | Rajagiriya, Sri Lanka**
**Aug 2015 – Jan 2017**

* Supported sales operations and client communications.
* Assisted in maintaining administrative systems and HR documentation.

**🎓 Education & Certifications**

**Diploma in Human Resource Management** – *With Distinction*
Londontec City Campus, Nugegoda – *2017*

**Diploma in Business Management** – *With Distinction*
Londontec City Campus, Nugegoda – *2017*

**Recent Certifications:**

* Customer Relationship Management – HP LIFE (2024)
* Anti-Bribery Compliance – TRACE (2024)
* Administrative Professional Skills – LinkedIn Learning (2024)
* Basic Fire and Life Safety – Transworld Safety Consultant (2023)
* Effective Leadership, Hiring, Inventory & Digital Skills – HP LIFE (2023)

**🏆 Key Achievements**

* Led ISO 9001:2015 certification efforts as Deputy Management Representative
* Designed and implemented employee recognition and wellness systems
* Migrated office from Gmail to Microsoft 365, improving efficiency
* Boosted administrative process efficiency by 20% across departments

**🌍 Additional Information**

* **Languages:** Fluent in English
* **Availability:** Ready to relocate to Abu Dhabi (Start: July/August 2025)
* **Visa:** Willing to relocate under employer sponsorship
* **Work Preference:** Full-time, Indefinite Contract