



LAKMAL HASANTHA

HR AND ADMINISTRATION
OFFICER

055 6174775
oklakmal@gmail.com
Al Taaryam OmranTower
UAE

Birth Date
05th May 1989

Nationality
Sri Lankan

SKILLS

- Excellent Communication
- Proficiency In MS-Office
- Candidate Sourcing And Screening
- Confidence In Presentation
- Data Analysis And Reporting
- Adaptability
- Critical Thinking
- Ethics

PROFILE

I am looking for a challenging position that allows me to utilize my self-motivation, hard work, and passion within the HR and Administration field. My objective is to use my skills and dedication to gain extensive experience, corporate-level insights, and excel in a globally competitive environment. I am enthusiastic about contributing my passion and commitment to creating a positive and productive workplace, supporting talent development, and ensuring organizational success in the dynamic.

VISA STATUS

02 YEARS FREELANCER VISA (CAN JOIN IMMEDIATELY) AVAILABLE IN UAE

EDUCATION

The Institute of Chartered Accountants of Sri Lanka

- Successfully completed foundation examination
- Following Intermediate examination
- Successfully completed Certificate Course on Computer Applications

EMPLOYMENT HISTORY

HR & Administrative Manager

Subasinghe Contractors (Pvt) Ltd -| 2010December - 2024 March

- ❖ **Human Resources Management:** Recruiting, hiring, and onboarding new employees and handle employee relations, including managing disputes and disciplinary actions. Involved in developing and implementing HR policies and procedures.
- ❖ **Training and Development:** Organize the training and development programs to ensure that employees have the necessary skills and knowledge to perform their jobs effectively.
- ❖ **Payroll and Compensation:** Payroll processing, ensuring that employees are paid on time and involved in developing and implementing compensation strategies to attract and retain talent.
- ❖ **Administrative Support:** Administrative support to the organization, which include managing office supplies, coordinating office maintenance and repairs, and overseeing facilities management.
- ❖ **Compliance:** Support for organization complies with relevant labor laws and regulations. This includes staying up to date on legal requirements and implementing policies and procedures to ensure compliance.
- ❖ **Employee Engagement:** Enhance employee morale and engagement by implementing initiatives, employee recognition programs, team-building activities, and other initiatives aimed at fostering a positive work environment.

Transferable Skills

Marketing Motivation

Project Management

Collaboration

Customer Service

Active Listening

Computer Skills

Management Skills

LANGUAGES

English

Sinhala

Hindi

PROFESSIONAL QUALIFICATIONS

- ❖ Awarded Certificate in Computer Literacy conducted by Technical Engineering College.
- ❖ Participated in the “Regional Leadership Training Programme” organized by Young Entrepreneurs Sri Lanka.
- ❖ Participated in the “Workshop on Employee Management and Labour Regulations” conducted by Construction Industry Development Authority Sri Lanka

MEMBERSHIPS AND SOCIAL SERVICES

- ❖ Student Member of the Institute of Chartered Accountants of Sri Lanka (ICASL)
- ❖ Worked as a Census Officer of Department of Census and Statistics (2011)

EXTRA- CURRICULAR ACTIVITIES

- ❖ Held a Position of Secretary of College Co-Operative Society
- ❖ Held a Position of Committee Member of Commerce Society

REFERENCES

References available upon request.