



**ASSET**  
ENGINEERING

**ASSET ENGINEERING (PVT) LTD.**  
**EXECUTIVE-HR & ADMIN / CMD**  
**JOB DESCRIPTION**

**Preliminary Information:**

- 1) Name: G.H.M. Mihiranga
- 2) Date of Employment: 21.06.2021
- 3) Designation: Executive-HR & Admin
- 4) Reporting Person: Manager-HR and Head of CMD

**Duties & Responsibilities:**

- 1) Daily monitoring for staff/ minor staff attendance and maintaining registers/ labour cards/ records relevant consistently.
- 2) Managing leave process while keeping records/ documents relevant.
- 3) Preparation of staff/ minor staff attendance & meal attendance summary in purpose of both payroll and meal payment.
- 4) Preparation of labour payroll along with the ETF/EPF/other deductions inclusive of other supporting activities to complete the process.
- 5) Carrying out administrative tasks related to the division/project/site.
- 6) Maintaining documents/ files/ reports/ other folders related to the division.
- 7) Recruitment and resignation process of minor level employees attached to the division/project/site and maintaining their personal data.
- 8) Registering and issuing labour time cards and monitoring the process.
- 9) Cross checking of driver and operator time cards with running charts.
- 10) Full responsibility of the vehicle license renewal process.
- 11) Responsibility for the vehicle insurance process.
- 12) Responsibility of providing accommodation facilities and its secretarial/ admin/ documentation works.
- 13) Preparing, collecting, and compiling DPR and other required reports on a regular basis.
- 14) Responsible for nice, tidy, and neat housekeeping inside the office and in/around the premises.
- 15) Any other tasks entrusted by the management based on the capacity.

**ISSUED BY**

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**Charith Maduwantha**  
**Manager – Human Resources**

**ACCEPTANCE**

**I have fully read and understood duties, tasks, and responsibilities, and conditions set out above and hereby accept the employment subject to the above without any objection.**

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**Signature**

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**Date**