



Liduli MANEESHA

HR ASSISTANT

ABOUT ME

I am a passionate and detail-oriented Human Resource Management graduate, equipped with a solid academic foundation in HR practices, employee engagement, and organizational development. Currently completing my HRM diploma, I am eager to apply my knowledge and skills to support organizational goals and foster a positive workplace culture. With a strong ability to learn quickly and adapt to new environments, I aim to contribute effectively as an HRM Assistant, assisting in recruitment, employee relations, and administrative tasks. I am driven to grow professionally while bringing value to my team and organization.

WORK EXPERIENCE

ACCOUNT ASSISTANT

Narah Stationers (2024 - Present)

- Prepared and issued invoices with precision, ensuring accurate billing and timely delivery.
- Generated financial and operational reports, contributing to informed decision-making processes.
- Assisted in HR-related tasks, including employee documentation, record-keeping, and onboarding support.
- Maintained organized filing systems for financial and HR data to ensure compliance and efficiency.

COURSES AND TRAININGS

- **Certificate in Human Resource Management.**
The Open University of Sri Lanka.
(2020-2021)
- **Certificate in Information Technology.**
The Open University of Sri Lanka.
(2020-2021)
- **Certificate in Microsoft Office.**
E-Nest Computer Education Center.
(2015-2016)
- **Certificate in Computer Applications Assistant.**
National Youth Service CO-OP Society. Sri Lanka.
(2019-2020)

REFERENCES

1 . W.A.B.P.Wickramarachchi
Programmer
SPC Sri Lanka
+94779673931
programmer@spc.lk

2 .M.D.L.U .Kavishka
Junior Software Engineer
Active solutions
+94704973144
kavishka@active.lk.com

CONTACT ME

- +94-715679325
- lidulimanisha@gmail.com
- <https://www.linkedin.com/in/liduli-maneesha-410326273/>
- Delkada, Nugegoda
- No 63,Hulandawa south, Monaragala.

EDUCATION

- Dip. In HRM (IMBS University)
2024 - Present
- HND In Information Technology,
Hardy A.T.I Ampara,Sri Lanka.
2020 - Present
- G.C.E. (Advance Level),
Art Streame
2019
- G.C.E (Ordinary Level)
2016

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Invoice creation and record-keeping.
- Report generation and data analysis
- Strong organizational and time management abilities
- Adaptability and eagerness to learn