

Nadeesha Chathurangi

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PROFESSIONAL PROFILE

An innovative and self-motivated graduate with extensive experience in Environmental science and HR systems in organizations, currently seeking a new career. Accustomed to working under pressure and using my own initiatives to achieve goals. I'm a quick learner with a clear and a logical mind, and a practical approach to problem-solving and the Kaizen mindset.

EDUCATION & QUALIFICATIONS

Chartered Qualification in Human Resource Management | CIPM, Sri Lanka | Nov 2020 - Dec 2021

Professional Qualification in Human Resource Management | CIPM, Sri Lanka | Aug 2013 - Oct 2015

BSc. Biological Sciences (Chemistry /Zoology /Management) | USJP, Sri Lanka | Oct 2011 - Dec 2014

PROFESSIONAL SKILLS

Active Listener | Highly Analytical | Excellent Communication Skills | Negotiations and Conflict Management
Time Management | Teamwork Skills | Problem Solving | Resource Management| Eager to Learn | Interpersonal Skill

CORE COMPETENCIES & PERSONAL ATTRIBUTES

- A great communicator who commands a strong ability to effectively build organisational capability and responsiveness, ensure closure, and deliver results on time and to the correct quality standards.
- Collaborating competently with team members by having an exceptional understanding of teamwork, ensuring a mutual atmosphere, with the ability to build and maintain positive, productive relationships with key stakeholders at all levels.
- Exceptionally skilled to dealing with a high pressure professional environment thanks to my analytical mind, logical reasoning, strong interpersonal skills, collaborative leadership, and smart and innovative thinking.
- Problem-Solving with a Kaizen mindset and basic LEAN knowledge.

EMPLOYMENT HISTORY

Sample Receipt Officer | ALS Environmental | Feb 2023 – Present

- Checking registration against client Chain of Custody documentation, including analytical testing requirements.
- Logging samples in the Laboratory Information Management System (LIMS) and accurately recording any information storage and analytical requirements supplied by the customer.
- Processing incoming sample deliveries into the laboratory, including sorting and labelling of samples, and distributing samples and paperwork as required.
- Completing all quality control and quarantine records in accordance with quality requirements and work instructions.
- Liaising with client services regarding sample submissions and related queries.
- Maintaining an excellent standard of occupational health & safety in the workstation.
- Assisting in managing the shared mailbox relevant to the sample area.

Senior Executive Social & Environmental Sustainability | Hela Clothing (Pvt) Ltd | July 2021 – Dec 2021

- Drove the social sustainability strategy of the organization by promoting diversity, supporting thriving communities, and aligning with the national agenda on social sustainability.
- Participated in the planning and execution of the annual Strategic Sustainability Business Plan.
- Developed and coordinated activities and training programs related to career and skill development for women, work-life balance, women's health, gender sensitization, role model creation, rewarding excellence, etc.
- Participated in the planning and execution of environment and sustainability training programs for employees to build awareness and capability around environmental management.
- Closely worked with project champions in other plants and supported on-the-job training to ensure project targets are achieved, standards are maintained, and the developmental needs of the team are met.

Senior Executive HR & Administration | Global Edulink UK (Pvt) Ltd | Aug 2020 - July 2021

- Monitored & developed countermeasures to minimize turnover, unauthorized leave and absenteeism.
- Handled employee confirmations, employee transfers, and termination process and exit interviews.
- Supervised office upkeep, office interior cleaning services & pest control.
- Supervised cafeteria management, monitored the hygienic supply of food to employees against the set standards, devised proposals for betterment of service provided.
- Conducted internal interviews and assessment with the production team for recruiting new staff to fill internal vacancies.
- Conducted induction for new recruits, providing information about employee condition of service & handled staff & Associates training programs.

Executive HR –Environmental Sustainability/ Employee Relations | MAS Fabrics (Pvt) Ltd -Matrix | Mar 2016 – Jul 2020

- Proposed effective solutions to mitigate negative environmental impacts, including sustainable practices, biodiversity conservation and restoration, pollution control measures, recycling and waste management.
- Conducted field visits to inspect and evaluate compliance with environmental regulations, ensuring that all facilities are operating in accordance with relevant legislation.
- Worked as the project champion and brand ambassador by representing the company for Women Go Beyond and Eco Go beyond programme.
- Drove the Engage pillar under Culture of Empowerment project by working with cross functional teams to design and implement employee engagement activities.
- Maintained and updated personnel records and worked with systems such as Oracle, Power BI, and Bone ID.
- Handled employee disciplinary matters, undertook negotiations on terms and conditions of employment, examine and resolving disputes and grievances.
- Held responsibilities including employee counselling, assisting employees by intervening with an active problem-solving approach to tackle problems at hand.
- Regularly monitored and prepared monthly payroll details including attendance, leave and sent the final report to finance on or before 25th of each and every month.

TECHNICAL SKILLS

| Oracle | Power BI | Word | PowerPoint | MS Excel | Pivot Tables | Spreadsheets | VLOOKUP |