



**Address:** No. 244/20, Messenger Street, Colombo – 12.

**Contact:** 075- 505 7763

**E-mail:** vinothinisanthosam@gmail.com

## VINOTHINI SANTHOSAM

### Professional Objectives

To be a dynamic professional, working in challenging environment which would enable me to enhance and utilize my skills and abilities in HR sector and venture into wide range of knowledge, leading to self development and career progression in the same field.

### Working Experience

#### **2014 to present – Working as an HR Assistant at Jafferjee Brothers**

- ❑ Handling HR matters relating to the General Department including maintaining personal files, confirmation, Appointment Letters, Contract of Employment etc....
- ❑ Handling all EPF matters related new recruits and submission of reports as required by the Central Bank.
- ❑ Handling leave matters relating to employees, Attendance Register & HRIS.
- ❑ Handling General Department fine charges.
- ❑ Preparing Poor Punctuality, No Pay and Daily absent Reports.

#### **2013 to 2014 - Worked as an Administrator.**

- ❑ Coordinate with the bank for Payments and maintaining the consistency of the cash flow, Maintain and update the accounts on regular basis.
- ❑ All the documents maintain on regular basis, for dues exceeds one month and for returned cheques, prepare a strategic plan to recover such dues and blacklist such outlets thereafter.
- ❑ Checking daily bank balance and writing cheques and Sales bills.

*Some of my clients:* U. A. Salam, Colombo 12 – Sole Proprietor, Entrepreneur.

## Professional Qualifications

- ❑ Successfully completed 'Foundation Level' and 'Certificate level' in HRM at Institute of Personnel Management.
- ❑ Successfully completed 'General English Intermediate' Level 1, 2, 3 and Upper Intermediate-1 at British Council Sri Lanka.
- ❑ Successfully completed 'Certificate in Business English' at University of Colombo.
- ❑ Ready to follow Advanced National Diploma in HRM at NIBM.

## Educational Qualifications

- ❑ Passed G.C.E.[A/L] Examination in 2010 with 3Cs at C/Good Shepherd Girls Maha Vidyalayam.
- ❑ Passed G.C.E.[O/L] Examination in 2007 with 3As, 4B, and 3Cs at C/Good Shepherd Girls Maha Vidyalayam.

## Extra Curricular Activities

- ❑ Participate to Tamil and English language competitions during the school Career.
- ❑ Vice Secretary of School Red Cross Society.
- ❑ Member of Commerce Union.
- ❑ Served as a prefect.

## Computer Awareness

- ❑ MS Office
- ❑ MS Excel
- ❑ MS PowerPoint

## Skills

- ❑ Ability to Read, write and speak in English, Sinhala and Mother Language of Tamil.
- ❑ Good Analytical skill.
- ❑ Able to work as a Team.
- ❑ Presentation Skills.
- ❑ Willing and able to take on responsibilities.
- ❑ Handling calls
- ❑ Screening
- ❑ Negotiations Skills
- ❑ Fast Learner

## Personal Details

- ❑ Name In Full : Vinothini Santhosam
- ❑ Date of Birth : 11<sup>th</sup> of June 1991
- ❑ Age : 24
- ❑ Religion : Roman Catholic
- ❑ Nationality : Sri Lankan
- ❑ N. I. C. No : 916630310 V
- ❑ Gender : Female
- ❑ Civil Status : Single

## Non Related Referees

**Mr. Aneslin Bala**  
Director  
Balanita (Pvt) Ltd.  
No, 155, 2<sup>nd</sup> Floor,  
Dam Street,  
Colombo – 12.  
T. P. 077 – 721 3343

**Mr. G. G. Jeewan Ekanayake**  
Assistant Manager- HR  
Lanka Garments Manufacturing (Pvt) Ltd.  
(JB Apparels)  
No, 150,  
St. Joseph's Street,  
Colombo – 14.  
T. P. 077 – 414 7418

Hereby, I certify that the above particulars mentioned above are true for the best of my knowledge.

Yours faithfully

**S. Vinothini**