

K.D.Madhubhani Sandalika

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Career Aspiration

Seeking a Human Resources Management position where my academic education and experience will allow me to make an immediate contribution as an integral part of a progressive company.

Professional Qualification

- Have completed the **Certificate in Accounting and Business I and II (CAB I and II)** at the Institute of Chartered Accountants of Sri Lanka
- Successfully followed **Certificate Course on Computer Applications** at the Institute of Chartered Accountants of Sri Lanka
- Have completed the **Certificate Course in Computer Awareness** conducted by the National Institute of Education under the guidance of Ministry of Education
- Followed **Spoken English Course** at the Royal Institute
- Followed **Universities new entrant's three months course for English Skills & IT**

Academic Qualification

Successfully Followed **B.Sc. Human Resource Management (Special) Degree** in University of Sri Jayewardenepura. (Pending final examination results and currently obtained **3.67 GPA** as qualifying for a 2nd class upper degree)

Secondary Qualification

- **G.C.E Advanced Level examination (2010)** Index No: 4414977
Stream: Commerce

Subject	Grade/Marks
Accounting	A
Economics	A
Business Studies	A
General English	C
General Test	65
Z score	1.9227

• **G.C.E Ordinary level examination (2007)**

Index No: 70671818

Subject	Grade	Subject	Grade
Buddhism	A	Mathematics	A
Language & Lit(S)	A	Social Studies & History	A
Business & Acct	A	Music	A
English	A	Sinhala Literature	A
Science & Technology	A	Development Studies	A

Working Experience

I have 06 months working experience at **United Motors Lanka PLC** as a Human Resource Trainee From 01/04/2015 to 01/10/2015.

Areas of Training

1. Recruitment and Selection
 - Preparation of all documents related to recruitment
 - Assists in conducting interviews
2. Training and Development
 - Scheduling and arranging program in order to obtain NVQ qualification for employees while coordinating with National Apprentice and Industrial Training Authority (NAITA)
 - Assists in conducting various organizational training programmes
3. HR Administration
 - Preparation of all documents related to resignation and employee confirmation
 - Preparation of letters such as appointment letters, confirmation letters and service letters, transfer letters
 - Monthly payroll adjustments
 - Time and attendance system
 - Preparing memorandums and proposals relating to HR activities
 - Updating the master file
 - Maintaining employee's personal files and records
 - Preparing a written document including all the process of personal file handling
4. Induction
 - Assists in carrying out induction programs
5. Welfare Management
 - Engage in the activities to develop the meal card system for all employees
6. Other
 - Conducting internal 5's audits
 - Handling all the other duties at HR department assigned time to time

Extra - Curricular Activities & Personal Achievements

- Participator of the three week training programme on Developing Leadership Qualities & Positive thinking (Future Leaders) which was conducted by Ministry of Higher Education
- Obtained an one day Out Bound Training for Personality and Skill Development at AOA Training Site Kumbalagama
- Achieved first and second places of inter school Commerce day competitions from school and zonal levels
- Achieved first, second and third places of damma school competitions for essay writing, hand writing, Buddhist bhakthi gee and art competitions
- Member of “Quality Circle” of the school & worked hard to achieve “National Productivity Award 2008”

Personal profile

- Full Name : Kiribathgodage Dona Madhubhani sandalika
- Name with Initials : K.D.M.Sandalika
- Address : 138/22, Aweriwaththa, Heiyanthuduwa
- Date of Birth : 19.09.1991
- Gender : Female
- Civil Status : Single
- Nationality : Sri Lankan
- Religion : Buddhist
- N.I.C No : 917631654V
- School Attended : Vishaka Balika Vidyalaya, Sapugaskanda

Non Related Referees

Dr. (Mrs.) Padmini Jayasekara
Senior Lecturer
Department of Human Resource Mgt
University of Sri Jayewardenepura
Gangodawila
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Mrs. Dilini Pieris
Manageress (Human Resources)
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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Name: K.D.M.Sandalika

Date: 19/02/2016