

# MISS. K.M.V. KOONCHANA MILANI SENANAYAKE

429/2 Galle Rd, Mt Lavinia, Sri Lanka

0773955642

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## **OBJECTIVE:**

*To be able to utilize my skills and knowledge to further the growth of an organization and attain personal development in issues specifically related to administration and to the Human Resource Management. To be able to learn new things and explore new avenues with the help of excellent communication skills, professional in HR management.*

## **Key Attributes**

- Self motivated and flexible attitude to work with all level of people.
- A critical thinker with analytical skills
- Strong team-player
- Good organizational skills developed in a variety of deadline orientated situations.
- Easily making good working relationships.
- Have good presentation skills
- Seek out new responsibilities irrespective of reward and recognition.
- Quick Learner
- Confidence in Sinhala type settings
- Language good in Sinhala and English
- Very good in MS office (word/excel/internet/PPT etc..)

## **Professional Experiences**

- Presently working as a HR and Administration Executive at FKCI Asia (Pvt) Ltd.2011 to up to date

### **Current Responsibilities**

- Day to day Employee attendance update
- Correspondence (Appointment letters/Warning letters/Terminations/Policies
- Recruitment and Selections (identify gaps/preparation of advertisements/advertizing in relevant websites/newspapers/short listing/interviewing etc...)
- Managing employee Performance Management and Evaluation on time and staff rewarding
- Update Personal Files
- Handling EPF/ETF (monthly payments/ payment matters/necessary letter forwarding )
- Responsible for Monthly Employee payroll (Preparations and bank transactions)
- Employee issues/grievance handling in preliminary based
- Handling Staff Motivation Trainings Programs
- Organizing staff Annual gathering
- Handling administrative matters of the company
- Foreign travel plan arrangements for staff (visa/ticketing/accommodations)
- Coordination with other staff welfare activities ( such as birth day events/ funeral /insurance scheme etc..)
- Direct Coordination with company CEO

- Worked as a Program Secretary to program Director of the Child Fund Sri Lanka-INGO Colombo 6. Further to that assisting to the HR Department of the organization. (2006 to 2011 five years)

### ***Professional Qualifications***

- Successfully completed Post Graduate Diploma in Labour Relations & HRM at FGS - University of Colombo. Presently reading for Masters in Labour Relations & HRM
- Successfully completed Professional Qualification in Human Resource Management (PQHRM) at Institute of Personal Management in Colombo
- Successfully completed Certificate Course of HRM at Institute of personal Management in Colombo 6 (IPM)
- Followed a Certificates in English Professional Course at the Sri Lanka Institute of Development Administration in Colombo 7, (SLIDA)
- Successfully completed the Diploma in Human Rights in Institutes of Human Rights in Colombo. ( IHR)

### ***Education Qualifications***

#### **G.C.E. (O/L) Examination- 1999**

<b><u>Subject</u></b>	<b><u>Grade</u></b>
Science II	A
Science I	B
Sinhala Language	B
Buddhism	B
Social Studies	B
Home Science	A
English	B
Mathematics I	B
Mathematics II	B
Music	C

#### **G.C.E. (A/L) Examination- 2002**

<b><u>Subjects</u></b>	<b><u>Grade</u></b>
Sinhala	B
Logic	B
English	C

### ***Extra Curricular Activities***

#### ***1. Sports***

- High Jump 1997 3<sup>rd</sup> place (Achieved hight-4.9' at the collage sport meet)
- Net Ball 1995-2000 Team member of the Collage Net ball Team
- Badminton 2000-2002 played for the College Badminton Team

#### ***2. Literature***

- Member 1998-2002 Sinhala and English literary School Associations of Deniyaya National Collage, and St: Thomas's Girls high school Matara.
- Member 1998-to date youth society of Deniyaya
- Participation for the 1999 English and Sinhala Day Competitions

### ***3. Personal Achievements***

- Junior prefect 1995- 1996 at Deniyaya National Collage, Deniyaya
- Class Monitor 1998-2002 at Deniyaya National Collage, Deniyaya and St: Thomas's Girls high school Matara.
- Participation for the International Competition for schools in English held by The University of New South Wales.
- Having obtained the First Place has been awarded by singing songs for the Jubilee Year Celebrations –Talent Show 2003 at Aquinas collage of Higher Studies.

**Schools Attended** : Deniyaya National Collage, Deniyaya,  
St Thomas's Girl's High School, Matara,

**Date of Birth** : 28th of January 1984

**Marital Status** : Single

### ***Referees***

Ms. Sandamali Rajapaksha  
Technical Manager  
Child Fund Sri Lanka  
Bagathale Road  
Colombo 04  
MOB: 0773402475

Ms Nisansala Dahanayake  
Accountant  
TEACLY (S)PVT LTD  
No:441.K Cyril C.perera MW,  
Colombo 13  
MOB 0775143786

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Date

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Signature