**CURRICULAM VITAE**

V.K.Niluka

Millagahawaththa,Narawila,Mathugama.

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1. **Career Objective**

Obtain a profession leader in the field of Human Resource Management. I’m looking for a Challenging position, where opportunities exist to exercise my knowledge and skills while being an effective team player.

1. **Key Strengths**
   * + - Analytical thinking and planning

* Interpersonal skills
* Willingness to work under the pressure
* Commitment towork obligations
* Communication skills
* Leadership skills

1. **Work experience**
2. **Human Resources Trainee*- MAS Bodyline (Pvt) Ltd***

6 months experience from 27th October 2014 to 07th May 2015

***Job role of position***

* Interview
* Recruitment
* Handling Personnel files.
* Handling IHRMS.
* Conducting and coordinating out bound training programs.
* Answering department telephone calls.
* Organizing and participating company events.
* Audits.

1. **Coordinator**-between ***Myfashion(Pvt) Ltd and MAS Intimate (Pvt) Ltd***

7 months experience from 08th May 2015 up to 31st December 2015.

***Job role of position***

* Coordinate between teams of production and suppliers by e-mail.
* Daily updating production report.
* Respond to customer queries
* Manage delivery of products within schedule and expected quality and quantity
* Monitor and coordinate activities through entire stages of production
* Ensured purchase orders are provided to the production team along with delivery schedule
* Ensure all internal departments participate equally in projects.

1. **Academic Profile**

**Degree background-:**

Bachelor of Business Administration of University of Ruhuna.

**Specialized**-:

*Graduated with second class lower division in* ***Human Resources Management*** specialization area of University of Ruhuna.

**Dissertation-:**

*“The impact of Age and Wage on Employee Productivity: A study of Bodyline (Pvt).Ltd.”*

**Subjects expertized-:**

* Employee Resourcing
* Performance & Reward
* Employee Health & Safety Management
* Industrial Relation & Law
* Training & Development
* Career Management
* Human Resources & Quality Management
* Strategic human resource management

**2007-2009- Advance Level examination**

C.W.W. Kannangara central College at Mathugama.

Economics A

Business Study A

Accounting B

1. **Professional Qualifications**

Fallowing CAB-II level of ICASL.

1. **Skill Profile**

* **Information Technology-:**

Successfully fallowed MS Office Package in IDM institute ofICASL,Yamatho LankaComputer School at Mathugama.

* **Language Ability-:**

Fluent speaking in Sinhalaand English.

* **Communication-:**

Demonstrated delivering presentation

* **Organizing and Team work -:**

Participated to the 2013workshop organized by Human Resource Development Circle.

Participated to the 2014workshop organized by Human Resource Development Circle.

* **Leadership-:**

Committee member of Human Resource Development Circle of University of Ruhuna and acted as a prefect of Nautthuduwa Maha Vidyalaya.

* **Other-:**

During my school time I have collected lot of certificates from Singing poem &.Oratory competition.

I have lot of certificates for Dhaham denuma & Oratory of competition of Dhamma School

I have certificates from Drama competition.

1. **Interest-:**

Work with people,to build up interpersonal skills,To spend leisure time music & reading news paper.

1. **Personal Profile**

**Name in Full -:**Vittahachchi Koralalage Niluka

**Date of Birth -:** 11.06.1990

**Gender -:** Female

**National Identity No -:** 906633299V

**Marital State -:**Single

1. **Referees**
2. A.P.Roy Fernando

Lecturer in Management

Department of Management & Entrepreneurship,

Faculty of Management & Finance,

University of Ruhuna,

Mathara.

Personal- 0773268796

1. N.D.D.U. Kumara

Assistant Manager-Human Resources,

Bodyline (Pvt) Ltd. II,

Agalawattha.

Personal- 0777252950

Email-[kumaran@masholdings.com](mailto:kumaran@masholdings.com)

I hereby certify that the above particulars are true and correct to the best of my knowledge, and given the opportunity I would strive hard to exceed your expectations.

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Date Signature