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| **C:\Users\THEJAN DE SILVA\Documents\Bluetooth\Inbox\2013-06-17 22.41.23-1.jpg** | **PRASHENI SHEHARA FERNANDO**  **(B.Sc (Hons.) in MGT/HRM (sp.))** | |  | | --- | | **No.660/3, Off Weralugas Junction,**  **Arawwala, Pannipitiya.** | | Mob: (+94) 077 0289143  (+94) 078 3420129  Tel: (+94) 011 2746705 | | [E-mail: wprasheni@yahoo.com](mailto:E-mail:%20%20%20wprasheni@yahoo.com) | |  | |

**Objective**

A highly motivated, dynamic individual who passionate and willing to pursue a Executive position, with objectives of gaining corporate level experience and advancement in a globally competitive environment, excellent interpersonal skills, team building and language proficiency. Sincere and honest personality with a high degree of integrity

**Professional Work Experience**

* Worked at **ESOFT Metro Campus** as aFull time Business Management **Lecturer**

Subjects :- Human Resources Management, Organization Behavior, Marketing Management, Strategic Management, Managing Communication and Knowledge Management, Working with and Leading People, Business Ethics, Principals of Management, Conduct *edexcel* HND Bridging Programme

* **Sampath Bank PLC. - Human Resources Department –Junior Executive (HR)**

**Two and half year experience**

* + Worked at the Human Resources Department (09/03/2011 to 05/06/2013)
* Gained experience on,

Training and Development (T & D)

* Designed and developed PowerPoint Presentations for Island wide and Regional wise Training Programmes and for some Inductions
* Evaluated the Progress of Sampath Bank “Customer Care and Service Excellence” Programmes.
* Handled evaluations of Training programmes as well as inductions

Reward Management Unit (directly reported to the Manager RMU)

* Handled Medical reimbursement process
* Partially handled salary increments, Performance based bonuses etc.
* Worked with Manager to develop Policy Manuals
* Handled Staff Loans
* Designed PowerPoint Presentations relating to Reward Management Procedures such as Staff Loan Schemes, Medical Reimbursements, Allowances etc.
* Involved the Employee Welfare activities

Recruitment and Selection

* Handled Recruitment Process
* Coordinated Interviews and Inductions
* Helped to Maintain Personal files

Employee Relations Unit (ER)

* Partially handed Performance Appraisals and Leave Management processes
* Designed all Graphic Designing works at the HR Departmemt by using the softwares of Adobe Illustrator, Photoshop etc.- (designed publication documents (e-flyers), logos, Corporate invitations etc.)
* Partially handed some CSR(Corporate Social Responsibility) activities
* Active member of the Sampath Bank Nature Protection Club
* Designed and developed PowerPoint Presentations for Departmental Trainings as well as Inductions
* Involved the Employee Welfare activities such as “Service Excellence Awards”, “Sampath Tharu”, “Sampath Daru Daskam”, “Sampath Night”, “Yoga Programmes” etc.

**Project Internship:** Sampath Bank PLC. – HR and Training Department

- 03 months (Since 01/07/2010 to 30/09/2010)

* + - Title –Develop Management system based on the ISO 9001:2008 International Quality Standards

**Tertiary Education**

* **B.Sc. (Hons.) in Business Management with Human Resources Management (sp.) Degree (2008 - 2012) – Completed with 2nd Class Upper division *(Grade 1 )- GPA - 3.48*** at National Institute of Business Management (NIBM)affiliated with**University College of Dublin (UCD- Ireland) –** UGC (University Grant Commission) recognized Degree
* Final research – “Empirical Study of the Job Satisfaction in Employee Retention” – *(Special reference to the Graduate Trainees in the Sampath Bank PLC.)*
* Successfully completed the “**Advanced Diploma in Business Management**”(2008 -2009 at NIBM) witha **Merit Pass**
* **Higher Diploma in Business Management** at **NIBM**, (2009 -2010) with a **2nd Class** division
* IT and the Computer related knowledge – Excellent (Microsoft Office Packages, Design Software (*Illustrator, Photoshop etc.)*
* Followed a “**Computer Awareness Programme (IT)”** in The Open University of Sri Lanka at the Faculty of Engineering.

**Secondary Education**

(1993 -2007) Sumana Balika Vidyalaya, Rathnapura

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| --- | --- | --- | --- | --- |
| * G.C.E. A/L (2007) – Science Stream |  | | |  |
| * Biology | : | **B** | | |
| * Physics | : | **C** | | |
| * Chemistry | : | **C** | | |
| * G.C.E. O/L (2003) – **9A** s. | |  |
| * English | | **A** |
| * Business & Accounting | | **A** |
| * Mathematics | | **A** |
| * Science & Technology | | **A** |
| * Sinhala & Literature | | **A** |
| * Buddhism | | **A** |
| * Social Study & History | | **A** |
| * Art | | **A** |
| * Geography | | **A** |

**Extra Curricular Activities**

* Committee member of the Student Committee of 8.2 Business Management Batch at NIBM
* Active Member of Science committee in Sumana Balika Vidyalaya Rathnapura.
* Member of the School Western Band.
* Member of the under 19 & under 17 Inter School Volley ball & Cricket teams and under 19 Net ball & Basket ball teams. And also played under 17 Karate and Chess (U- 17 &U-19)
* Captain of the Inter School Volley ball team (U-19).
* President of School Literature Association (2000).
* President of the School Mathematics Association(2000,2001)
* Secretary of School Buddhist Association(2002-2003)
* Represented all island, provincial and district level Art competitions and got Merit awards.
* Got a Distinction for International Competitions for Schools Mathematics and Credit Pass

for Science, which were conducted by The “UNIVERSITY OF NEW SOUTH WALES”.

* Member of the Inter-act(Rotary) Club (Sumana Balika Vidyalaya)

**Language Skills**

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| --- | --- | --- | --- |
|  | **Reading** | **Writing** | **Spoken** |
| **Sinhala** | Excellent | Excellent | Excellent |
| **English** | Excellent | Excellent | Excellent |
| **Tamil** | Average | Average | poor |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| * Date of Birth | : | 14th December, 1987 |
| * Gender | : | Female |
| * Nationality | : | Sri Lankan |
| * NIC Number | : | 878493257V |

**Non Related Referees**

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| --- | --- |
| Mr. Tharaka Ranwala  Deputy General Manager –Marketing and Business Development  Sampath Bank PLC.  No.110, Sir James Peiris Mawatha,  Colombo 02.  Mob: +94773733501  Office: +94115331482  E-mail: [tharaka@sampath.lk](mailto:tharaka@sampath.lk) | Ms. Leshika Samaraweera  Lecturer,  National Institute of Business Management (NIBM)  No. 309, Highlevel Road  Colombo 05.  Mob: +94773334646  Off: +94115672545  +94115673535  E-mail: [leshikas@gmail.com](mailto:leshikas@gmail.com) |

I hereby declare that the information given above is true and correct to the best of my knowledge.

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| Date | (I.P.S. Fernando) |