To whom it may concern,

Dear sir/ Madam,

I referred your advertisement  and would like to apply for the above position.

I am age of 24 completed my HR and Psychology with around three years of experienced including managerial level, looking for an employment in your reputed company. Please find the attachment above for more information about my qualification and experience.

would be great if you give me an opportunity to present my self for an interview.

Thank you.

Best regards,

Lidishiya Peter

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**Lidishiya Peter**

Address : 73, Kawdana road, Dehiwala Mob : 0774402615

Date Of Birth : 13th November 1989

Gender : Female

Primary & Secondary education: Methodist College, Colombo 3

Links : [lidishiya.la@gmail.com](mailto:lidishiya.la@gmail.com) / <https://www.linkedin.com/in/lidishiyapeter>

**Summary**

I believe that success comes from within and my attitude determines how successful I will be.

I aim to motivate my fellow employees and inspire them to reach their potential in order to benefit the organization as well as their personal growth. I believe I can be a leader in the organization by working my way up the ladder and proving my determination and expertise.



**Skill Highlights**

**\*** Recruitment & Selection \* Employee Satisfaction Enhancement \* Effective communication

\* Complaint Handling & Resolution \* Maintain attendance \* Performance Appraisals

\* Preparation legal reports \* Training & Development \* Training need & Development

\* Excel and Microsoft Office skills. \* Maintaining employee information \* Event Organizing

**Core accomplishments**

* Conducted surveys to find job satisfaction and took several solutions to meet employee satisfaction.



**Professional Experience**

Worked as **an English teacher** at **Naboda Tamil maha vidyalaya** : I started teaching leisurely soon after my secondary education.

Worked as **HR Trainee** at **Abans**

* Training and Development
* B Cards,EPF/ETF and other benefits
* Attendance
* Preparing Documents
* Coordinate with other showrooms and find employee related requirements

Worked as **effective teacher** and **nursery teacher** at **Lyceum International Panadura.**

Working as **HR Manager** at **Findmyfare (Pvt) Ltd** – I joined as HR Executive and I was the first person to start a HR Department there, thus I am responsible for all HR functions.

* Vacancy requirements
* Recruitment and Selection
* EPF/ETF
* Coordinate with other companies for employee benefits such as insurance, banking facilities
* Salary
* Maintain attendance
* Preparing and conducting performance Appraisal
* Preparing contracts and all legal documents
* Event Organizing



**Professional Qualifications**

Completed Professional Qualification in Human Resource Management (PQHRM)

* Institute: Institute of Personnel Management (IPM), Colombo 05.

**Certification Qualification**

Completed Certificate Level in Human Resource Management at IPM

Institute : Institute of Personnel Management (IPM), Colombo 05.

Completed International Foundation in psychology at ANC

Institute : American Education Centre Ltd. (ANC), Colombo 03.

Completed certificate level in computer science at NIBM

Institute : National Institute of Business Management, Colombo 07

Completed foundation level and followed first year in BA in fashion designing at AOD

Institute : Academy of Design, Colombo 04,



**Primary Qualification**

**G.C.E (0/L) 2005**

Subject Grade

English A

Religion A

Literature A

Tamil A

Social Studies A

Mathematical C

Commerce C

Art S

Science S

**G.C.E (Advance Level) 2008**

Subject Grade

Business Studies S

Economics S

General English A

**Training & Development**

• Attended labor law training - IPM

• Attended EPF/ETF workshop -

• Attended Training and Development seminar - IPM

**Extracurricular activities**

* Member of the Tamil Literary Association of Methodist College
* Member of junior Christian Association Methodist College
* Member of senior Christian Association
* Member of commerce and Arts Association
* Member of Interact club
* Participated in Inter house drama competitions
* Participated in Inter School Drama competitions
* Teacher in charge for table tennis at lyceum International



**Non Related referees**

1. Rev. Muthiah Selvarajah B.D.M Th.Ecumenical Institute for study Dialogue, 490/5,Havelock Road,Colombo

smuthiah \_cts@yahoo.com

0715397046

1. Ranjith Somawansa

( Deputy Chairman, Western Province Provincial Council) Walawwaththa,Agalawatte,Srilanka,

0113180395 0718386878