Dear Sir,

**FOR REGISTER WITH JOB BANK**

I wish to register in your job bank. I attached my curricular vitae herewith for your kind consideration. Please be kind enough to set me a job that matches with followings,

Preferred position  :  Human Resources Manager

Expected salary      :  Rs.40000/= or above per month

Preferred industry  :  Hospitality industry (Hotels)

Preferred locations:  Galle district, Matara district, Kandy, Negombo

Thank you.

Best regards,

Piyal Guruge.

**Piyal U.A. Guruge**

**‘Rathnagira’**

**Hapugala**

**Wackwella**

**Galle.**

**Contact Number: 0774845883**

**E mail: pguruge@ymail.com**

**Objective**

Interested in achieving a suitable placement in the field of Human Resources Management in a growth oriented organization which offers diverse responsibilities in order to utilize and improve my skills, knowledge and experience.

**Work Experience**

* Worked as a HR Executive in Cupid Exports (Pvt) Ltd from August 2008 to September 2010.
* Worked as an Assistant HR Manager in Packaging Manufacturing Solution (Pvt) Ltd fromSeptember 2010 to October 2013.
* Presently working as a HR Manager in Teak Village Hotel since January 2014.

**Educational Qualifications**

* G.C.E. (A/L) Examination – 2004 – Passed in Commerce stream.
* G.C.E. (O/L) Examination – 2001 – Passed.

**Professional Qualifications**

* Part qualified in Human Resource Management in IPM.
* Completed PQHRM – Stage 1 in IPM.
* Obtained Diploma in HRM in Institute of Management & Professional Training.
* Completed Diploma in HRM in Alison – Ireland. QCF Level 3 (UK) & FETAC Level 5 (Ireland).
* Obtained Diploma in Work Place Safety & Health in Alison – Ireland. QCF Level 3 (UK) & FETAC Level 5 (Ireland).
* Obtained Diploma in Computer in London ICS.
* Following B.Sc Human Resource Management degree in American College of Higher Education.

**Language Skills**

* English – Fluent
* Sinhala – Fluent

**Computer Literacy**

* MS Word
* MS Excel
* MS Access
* MS Power Point
* Internet & E mail

**Strengths**

* Ability of work independently.
* Effective interpersonal communication and initiatives.
* Capable to cope up with new system upgrades easily.
* Resourceful and believes in continuous learning and improvements.
* Highly reliable and responsible pertaining to the matters of work.

**Activities in School**

* Was the president in the college banking unit of Seylan bank.
* Was the president in college English society.
* Was the president in college Buddhist society.
* Member of the school Basket ball team.
* Member of the school Rugby team.
* Member of the school Athletic team.
* Member of the school weight lifting club.

**Personal Profile**

* Date of Birth : 18th May 1985
* Age : 29 years.
* College Attended : G/Richmond College
* NIC Number : 851391797v
* Religion : Buddhism
* Nationality : Sri Lankan
* Sex : Male
* Marital Status : Unmarried

**References**

* Mrs. Soma L. Gunawardena

29/4A

KiringodaMawatha

Maitipe 1st lane

Galle.

Contact No: 0912244185

* Mrs. SomakanthiBodinayaka

No: 604, Arachchikanda

Hapugala

Wackwella

Galle.

Contact No: 0912223235

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

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Date Signature