**Application for the post of Human Resource Manager**

I have in excess of Nineyears' experience in all areas of human resource management and administration functions. I gained these experiences while working at a few organizations and more recently at Lisvin Investments Limited, where I served as Head of Human Resources. My years of experience in HRM and Administration at various levels ranging from Personnel Officer to Assistant Manager, have allowed me to grow and develop professionally and as a Leader. With an MBA in Human Resource Management, I have a full understanding of the full life cycle of a Human Resource Process as well.

My achievements, training and experience render me qualified and competent to make an effective and useful contribution to the Human Resources function in your organization. I am excited about the prospect of joining a team of professionals and to play a meaningful role in advancing the goals of the organization.

Thank you for giving consideration to my application. I look forward to meeting with you at a mutually convenient time to discuss in greater details on how best my skills can be aligned with your requirements.

Yours Sincerely

Sudarshani Shiromala Sumanasena

Shiromala Sumanasena



No. 51, Gothami Road, Colombo 08.  
Tel: 0714 233 903, 0766303296  
Email: sudarshaniss@yahoo.com

Date of Birth: 29.05.1977 Age : 37 Years

Work Experience:

**Name of the Organization Position held From To**

1. Lisvin Investments Limited Head of HR (Asst. Manager) 18.01.12 20.11.14

(Acquired by Assetline Leasing Co. Ltd. under the Financial Sector Consolidation Program)

1. Swedish Trading Co. Ltd Executive HR 16.01.08 30.08.10
2. Lanka Equities Ltd Executive HR 05.04.07 16.01.08

4. Lanka Transformers Ltd Personnel Assistant 25.11.02 07.03.07

Personnel Officer

Professional Experience:

1. Contributing in both strategic and operational level in order to identify HR priorities and recommending appropriate people management solutions which support business aims, in addition to providing a customer-focused HR services
2. Providing guidance and support to managers and staff on the full range of HR activities including policies and procedures, terms and conditions of employment, absence management, restructuring of services, recruitment, Induction programs, retention, performance management, employee relations, Labour legislation, employee benefit and payroll administration, training and development, Human Resource Information Systems and Balanced Score Card.
3. Undertaking day to day activities of HR Department in regular basis –> Leave and attendance management, update manpower records and advertising vacancies, interviewing candidates, orientation of new recruits, issuing appointment letters, attending exit interviews, monitoring progress of probationers, preparing reports to the Management, organising and coordinate training programs, attending disciplinary inquiries and investigations, obtaining regular feedback from branches on HR and operational matters, Coordinate and update with 5S and ISO committees
4. Maintaining close and effective working relationships with all levels of the organization and external agencies, Statutory bodies –> Department of Labour, Labour Tribunal if necessary, Employers’ Federation of Ceylon, Central Bank of Sri Lanka and suppliers of other HR Products and Services
5. Organizing welfare events, supporting operations and facilities management, administration of contracts and insurance policies, and ensuring government regulations and safety standards are followed properly

Qualifications:

**Name of University /Institute Name of the Degree/Course**

1. Postgraduate Institute of Management MBA in Human Resource Management
2. Faculty of Graduate Studies, Postgraduate Diploma in Labour Studies  
   University of Colombo

iii. Institute of Personnel Management National Diploma in Human Resource

Management

(Associate member of Institute of Personnel Management )

iv. Employers’ Federation of Ceylon Certificate Course in Industrial Relations and

Labour Law

Details of Non Related Referees:

1. Ms. Hiranthi Weerasekera Senior Manager Human Resource

Sri Lanka Savings Bank Ltd.

No. 265, Ward Place,

Colombo 08.

Tel: 0722 361055 / 011 2674700

2. Mr. Tharaka Mohotty Director Engineering

MTV Channel Pvt. Ltd.

Araliya Uyana, Depanama

Pannipitiya

Tel: 0773 088858 / 011 2840266

I do hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

K G S S Sumanansena