 ***E-Mail – dmalkaa@gmail.com***

***D.Malka Abeykoon. Tel - 077-5404517***

**CAREER OBJECTIVE**

Seeking a position to utilize my skills and abilities in the Human Resources field that offers professional growth while being resourceful, innovative and flexible.

**CAREER STRENGTHS**

* Ability to work effectively in a team environment as well as independently to achieve targets.
* Possessing positive attitudes and loyalty towards the organization.
* Openness to change and able to accept responsibilities.
* Oral and written skill in English & Sinhala.

**PERSONAL INFORMATIONS**

Name in Full : Dona Malka Abeykoon

Address : No: 28, Wilabada Road, Gampaha.

Tel No. : 077 -5404517 / 033- 2223318

Date of Birth : 1991.01.03

Religion : Buddhist

Sex : Female

Civil Status : Single

Nationality : Sri Lankan

School Attended : Bandarawela Central College.

**EDUCATION QUALIFICATION**

G.C.E. Ordinary level in **2006**  G.C.E. Advance level in **2009**

Religion A Business Studies C

English B Economics S

Mathematics B Accounting S

Health Science B General English S

Science C

Sinhala C

Social Studies C

Commerce C

English Literature S

**EXTRA CURRICULAR ACTIVITIES.**

* Office bearer of Commerce Society (2008 – 2009).
* Member of Buddhist Society (2008).
* Office bearer of School LEO Club (2002 -2003).
* Member of cooperative Society (2008).
* Take part English Day competitions as well as Active member of Inter house sports meets.

**PROFESSIONAL QUALIFICATION**

* Successfully completed PQHRM at IPM.
* Successfully completed an English Diploma in Cambridge College Kandy.
* Followed computer cause at IDM institute.

**WORKING EXPERIENCE**

1. **Worked as HR Trainee Assistant in Politex Garment (PVT) Ltd Yakkala, since (2011 - 2012)**

**Duties & Responsibilities -** Recruitments.

Member of Grievance Handling**.**

Handled Personal files.

Assist for the company events.

Handled EPF & ETF and Employee confirmation documents.

Welfare activities.

Handled the bank matters of employee by liaise with banks.

**Performances Of company Events** –

* Organized Company Annual Trip.
* Organized Company Events “ Diriya Katha” Programme , New year Celebrations Etc.

1. **Working as a Junior Executive Gold loan Department at Alliance Finance company PLC Colombo 07, Since (2012-2014 )**

**Duties & Responsibilities –** Handle cash request orders.

Obtain daily collection figures of all gold loan centers.

Liaises with Account Division relating to pawing payments cheques.

Preparation of all staff allowances list and forward the same to the HR Division.

Monitoring of staff attendance and update the HR on daily/ Weekly.

Prepare seminar minutes.

Attend to center’s & staff members day to day requirements.

Perform any other duties that may assigned by the Management from time to time.

**Performances of Company Events -**

* Participate First Aid Awareness programme.
* Successfully Completed Fire & Rescue Training Course.
* Coordinator of Business Continuity Management System.
* Coordinator of Risk Management System.
* Member of Company Netball team.

1. **Currently working at Master Wovenlanka Lable (PVT) LTD Seeduwa as HR officer since (2014).**

**Duties & Responsibilities -** Handling pay roll system.

Maintaining leave, sickness and overtime reports.

Distributing pay sheets & making Employees salary.

Filling the EPF & ETF forms of employees.

Maintaining Employee personal files.

Preparation of employee contracts and letters of offer.

Organized recruitment and selection including advertising and short listing applicants.

**REFERENCES.**

Mr. Pradeep De Silva Mr.Tissa Talagune

AGM Gold Loan HR Manager

Alliance Finance Company PLC, Politex Garment (PVT) Ltd, Yakkala,

No 84, Werellawattha,

Ward Place, Yakkala.

Colombo 07.

TEL : 011 2673673 TEL : 033 2226668

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