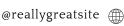
L.G.R.J.Lindapitiya

randilujayani@gmail.com

No.20, Kandy, Sri Lankaty











HR MANAGER

ABOUT ME

I am a HR Manager specialist who has 5 years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

SKILLS

- Headhunting experience
- Familiar with HR analytics tools
- · High Interviewing skills
- · Strong networking and communication skills
- Managing off boarding employees
- · Data analysis

EXPERTIZE

- Communication
- Ability to Work Under Pressure
- · Time Management
- · Conflict resolution
- Leadership
- Adaptability
- · Decision Making

AWARDS

Best Outstanding Employee of The Year (2021) Best Outstanding Employee of The Year (2020)

LANGUAGES







INTERESTS











WORK EXPERIENCE

HR Assistant/ Recruiter Ginyard International Co.

202020-2021

- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Facebook, Instagram another hiring platform
- Review Candidates
- Schedule Interviews for HR
- · Provide Feedback about candidates to HR

Lead Recruiter Larana, Inc.

2021-2022

- Performing Full Life Cycle Recruitment
- · Cooperate with freelance recruiters and agencies
- Ensuring a steady flow of candidates for open positions
- · Work on employer brand together with Employer Brand Manager

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION University of Rajarata SriLana

MASTER IN HUMAN RESOURCE MANAGEMENT BUSINESS University of Moratuwa SriLanka

Postgraduate Certificate | 2019 Certificate in core HR functions