




L.G.R.J.Lindapitiya

HR MANAGER

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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

95%
Sinhala

85%
English

70%
Tamil

INTERESTS



WORK EXPERIENCE

HR Assistant/ Recruiter
Ginyard International Co. 2020-2021

- 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