



Sandalika Madhumathi

An accomplished, versatile and result-driven individual in search of a stimulating environment where knowledge and skills can be applied & enhanced to serve the company to the best of her efforts and to be a part of an energetic workforce in the country.

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📅 07th September 1995

WORK EXPERIENCE

HR Officer

Associated Motorways (Private) Limited

Nov/2017 – Present

❖ HR Analysis;

- Carrying out the Increment cycle of 2019 for the AMW staff by closely working the AMW & AFG leadership.
- Liaising with business heads on creating new Incentive structures which increases substantial potential of the AMW staff.
- Creation of manpower budgets as and when required by AMW & AFG leadership.
- Creation of necessary strategic plans required by the AMW & AFG.
- Creation and analysis of the monthly HR dashboard.
- Liaising with Finance on concerns regarding manpower costing issues.
- Consulting with HRBP's on dashboard analysis.
- Creation of monthly census reports.
- Providing relevant analytical reports as and when required by HRBP's & Director HR (*required for bonus, increments, performance development, talent reviews, promotions*)

❖ Group Incentive Process;

- Monthly incentive calculation for associates within the group.
- Monthly analysis of incentive information with regard to financial budgets and business performance.
- Brainstorming with business heads and HRBP's on the creation of new incentive schemes or amendments to existing schemes.
- Creating simulations and analyzing the effectiveness of new incentive schemes with reference to business performance and individual incentive payout in order to aligning the schemes in a way the maximum throughput would be achieved.
- Liaising with business heads on exceptions to the existing incentive policies.
- Creating new incentive calculation formats/templates for separate businesses based on new/amended incentive schemes.
- Creating necessary reports and monitoring business performance with reference to the incentive payouts.
- Creating manpower reports on a monthly basis.
- Creating onboarding report on a monthly basis.
- Providing the payroll summary on all incentive/onboarding payments to payroll.

❖ **SAP & HCM Processes;**

- Updating new employees to SAP.
- Carrying out reporting person, designation changes in SAP.
- Carrying out the monthly time and attendance process.
- Generating necessary reports.
- Creating personal files.

HR Intern

Associated Motorways (Private) Limited

Jan/2017 – Oct/2017

- ❖ Carrying out the monthly Rewards and Recognition process.
- ❖ Assisting in carrying out the Performance Development Review (PDR) process.
- ❖ Assisting in preparing the group Talent Framework.
- ❖ Assisting in the implementation of 'SAP Successfactors' at AMW.
- ❖ Assisting in organizing the AMW Star Awards 2016.

HR Intern

MAS Intimates Unichela (Private) Limited

Aug/2015 – Dec/2015

- ❖ Recruitment
 - Updating new employees to the database (Talent2o)
 - Creating personal files.
 - Creating/ delivering ID's.
 - Completing ABH forms and delivering B cards.
 - Assisting in employee induction programs.
 - Taking part in representing Unichela at job fairs.
 - Assisted coordination at the UOM textiles department workshop representing Unichela.
- ❖ Employee Engagement
 - Obtaining daily late attendance and inquiring the reasons as to the absentees from the team leader.
 - Updating leave on HRIS.
 - Generating VOP letters.
 - Visiting employee residents of MIA employees and addressing pertaining problems and persuasion.
 - Analyzing the need of new employees in the production lines and liaising with the training school to fill open positions.

SKILLS AND DEVELOPMENTS

SKILLS:

| | |
|----------------------|------|
| Microsoft Word | ●●●● |
| Microsoft Powerpoint | ●●●● |
| Microsoft Excel | ●●● |
| SAP | ●● |
| HCM | ●● |
| Analytical skills | ●●● |

DEVELOPMENTS:

- Creation of new incentive schemes for separate business units.
- Created the current AMW (Aftersales) incentive calculation format in MS Excel.
- Created the current AMW (Units – Automall) incentive calculation format in MS Excel.
- Created and introduced the AMW SOP for incentives.
- Created the Capital Leasing marketing incentive calculation format in MS Excel.

CERTIFICATIONS & LICENSES

Strategic Human Resources

Lynda.com

June/2019

EDUCATIONAL QUALIFICATIONS

BSc (Honors) International Management & Business – *Second Class Upper Division.*

University of Plymouth (affiliated with NSBM)

Sep/2013 – Dec/2016

Diploma of Higher Education

University of Plymouth (affiliated with NSBM)

July/2015

Edexcel GCE Advanced Level

GCE Ordinary Level (Sri Lanka)

Colombo South International College

Sep/2000 – Sep/2013

LEADERSHIP

2013 – Secretary, School alumni society
2013 – School House Netball Captain
2012 – School Sports Captain
2012 – Vice President, School Commerce Society
2011 – Senior Prefect
2010 – Prefect

SPORTS ACHIEVEMENTS

2019 – Best Team Spirit Award at the Mercantile Netball Tournament 2019 plates Semi-finals representing AMW.
2009 to 2013 - Winner, School Inter-house Netball Tournaments (consecutively)
2012 – Runner Up, School Inter-house Chess Tournament
2009 – Best Center Court Player, School Inter-house Netball Tournament
2005 & 2006 – 2nd Runner Up, Shanika Netball Club.

INTERESTS & OTHER ACTIVITIES

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|---------------------------------------|---|---|
| Commercial Narration (English) | – | TNL Onstage Studio Session 2011 Stage Craft 2012 Trailer – Informatics Institute of Technology Advertisement – Lease Line Various school productions (Documentaries) |
| Singing Competitions | – | Participation at the K-Pop World Festival – Preliminary rounds (2016 & 2017) |

REFERENCES

To be provided on request.