

Priyanka De Silva

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Date of Birth: 20 May 1990

Professional Summary

Experienced HR professional with over 12 years of expertise in talent acquisition, employee engagement, and HR management. Proven track record in enhancing recruitment processes, managing employee relations, and implementing performance management systems. Adept at creating and nurturing productive work environments and driving organizational success through effective HR strategies.

Skills

- Recruitment
- HR Management
- Employee Relations
- Performance Management

Education

- **BA in Human Resource Management**
University of Colombo, Colombo, Sri Lanka, 2011
- **CIPD Certification**
CIPD, London, UK, 2015

Professional Experience

HR Manager

PeopleFirst

Kurunegala, Sri Lanka

2016 - Present

- Led recruitment and talent acquisition strategies, resulting in a 30% improvement in time-to-hire.
- Developed and implemented employee engagement initiatives, increasing overall employee satisfaction scores by 25%.
- Managed employee relations issues, resolving conflicts and improving workplace morale.
- Oversaw performance management processes, including setting goals and conducting evaluations.
- Implemented new HR technologies that streamlined processes and improved efficiency.

HR Executive

HR Solutions

Colombo, Sri Lanka

2012 - 2016

- Coordinated recruitment efforts and supported hiring managers in selecting top talent.
- Assisted in developing HR policies and procedures, ensuring compliance with labor laws.
- Conducted training sessions on various HR topics, including performance management and employee relations.
- Provided administrative support for HR functions, including maintaining employee records and managing benefits.
- Improved the onboarding process, reducing the time required for new hires to become fully productive.

Certifications

- **Certified Professional in Human Resources (PHR)**, 2018

Professional Development

- Advanced Training in Talent Acquisition, HR Institute, 2020
- Workshop on Employee Engagement Strategies, HR Leaders Conference, 2019