



# Dulanjalee Perera

Human Resources Management

## Professional Objective

To work in a challenging environment, involve in the work which uses new technologies, new practices and methods to give my best effort to achieve the objectives of the organization and to learn best practices to the best of my ability, and positively contributing to the organization while developing both professionally and personally from the experience and to become a well-known professional in the industry.

## Employment Experience

### SWIT Management Services ( Pvt ) Ltd.

#### HR Executive

March 2017 June 2018

- Engaging in various HR Administration activities such as attending to employee concerns grievances and liaising with relevant companies in the group.
- Engage in assist HR team throughout the entire recruitment process.
- Corresponding and coordinating with clients
- Administrating/ Preparing/ Maintaining of HR related documentations
- Handling payroll
- Handling matters with EPF,ETF
- Coordinate the performance achievement and promotion process.

### EnvoyHoldings - JobEnvoy

#### Talent Sourcing Executive

July 2016 to March 2017

### Khepri International Services (pvt)Ltd

#### HR Assistant

July 2015 to July 2016

### Jobs4u Career Services

#### Recruitment Assistant

July 2014 to July 2015

## Professional Strengths

- Strong management & analytical skills
- A good team player & always willing to learn.
- Excellent communication skills in Both Sinhala & English
- Fast Learner
- High ability to understand the job requirement of the client
- Excellent organizing and planning skills
- Team building skills
- friendly personality
- Quick to respond
- Leadership qualities
- Ability & willingness to take on risk
- Team player
- Achievement Oriented
- Target Achiever

# Dulanjalee Perera

## Human Recourses Management

### Education Qualification

- Graduated in Professional Qualification in Human Recourses Management at Institute of Personal Management Sri Lanka. - **Degree equal.**
- I have passed Certificate Course of Human Resource Management at Institute Of Personnel Management Sri Lanka
- I have passed a Foundation Course of Human Resource Management at Institute Of Personnel Management Sri Lanka.

### Academic Qualification

- Faced to G.C.E Advanced Level Examination in 2011 with a Good pass (B) for General English. :-**Visakha Vidyalaya Colombo 05. Index no: 7044690**
- Passed G.C.E Ordinary Level Examination in 2007 with 2 Distinctions (A's) English, & Buddhism, included, with four credit passes (C) for Sinhala, mathematics, social studies, and Information technology and one good pass (B) for Health and one simple pass for(S) for western music: - **Gothami Vidyalaya Colombo10. Index No: 70074402**

### Extra Curricular Activities

- I have been participated as a Senior Member of school Arts and Commerce society. (Visakha vidyalaya.)
- I have been participated as a Senior Member of School Brass Band. (Gothami Vidyalaya.)
- I have been participated as a Senior Member of School Choir. (Gothami Vidyalaya)

