

# Sewwandika Logus

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## PROFILE

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- Certified human resource professional commending over nine years of HR experience.
- Extensive background in HR generalist affairs, Including compensation and benefits, recruitments and retention. HR records management, Conflict resolution

## SKILLS & CAPABILITIES

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- HR Policies & Procedures
- Staff Recruitment & Retention
- Employee Relations
- Benefits Administration
- HRIS Technologies
- Employment Law
- Performance Management

## EMPLOYMENT HISTORY

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### **Nations Trust Bank PLC - Human Resources Department (September 2008 – September 2017)**

#### **Assistant Manager – Compensation and Benefits (April 2016 – September 2017)**

- Managed all pay processing functions for payroll.
- Review and analyze pay processing to ensure accuracy, audit requirements are met and seek process improvements while reviewing and recommending updates leading to best practice operations.
- EPF and ETF fund management and investing schemes.
- Monitoring salary structures and benefits of all staff levels.
- Managing Life/Medical insurance schemes of the staff.
- Maintaining and developing personnel record systems related to salaries

### **Senior Human Resources Assistant (March 2014 – April 2016)**

- Experience in handling Overall Recruitment Process (Advertising the Job, Scheduling interviews, Interviewing, Job Offer, Creation and distribution of contracts and Appointments Letters, Selection, Documentation and Personal File Management)
- Management of Fixed Term contract Staff (Issuance of new contracts and Reminder regarding the contract extensions)
- Had Experience in Job rotation and Transfers - Use different methods to make lateral move options for employee and facilitate the Job Rotation as per the HR policies
- Experience in Handling Internal promotions – Internal vacancy advertisement as per the promotion policy, internal application management and Communications
- Application Management - Use different methods to attract good CV's and management of recommended applications
- Conduct Induction programs for new recruits and Coordination of training program
- Man power planning - Sending man power requirement invitations, coordination with department heads and recruitment as per the plan
- Employer Branding - Organize and Conduct career guidance programs
- Employment reference check
- Handling Exit interviews
- Conduct Entry Exams - SHL Exams(Numerical, Verbal & Clerical)
- Preparing monthly MIS, HR Dashboard & employee database for Board of Directors
- Management of Cost - Has Experience in managing the cost such as Advertising cost, Head Hunting Cost, Program cost, Outsourced Agency cost and Salaries

### **Senior HR Operations Assistant (March 2012 - March 2014)**

- Responsible for HRMS related applications and keeping it up to date with relevant data
- Ensure a smooth functioning of all HRMS related modules (Eg. e-leave, e-overtime / e-OPA, e-attendance, e-payslips)
- Ensure timely trouble shooting of HRMS related issues
- Manage the Bio matrix attendance marking machines and the system
- Ensure that staff attendance is regularized / managed on line
- Monitoring of late attendance and assist in taking disciplinary action
- Prepare Over Time reports for the payroll & Prepare monthly MIS on Over Time to be circulated to the Corporate/ Senior management
- Issue promotion and recruitment confirmations/extensions based on their performance reviews
- Provide MIS reports on staff statistics

### **Compensation & Benefits Assistant (September 2008 - April 2012)**

- Responsible for overall exit formalities ( Preparation of EPF, Gratuity, leave Payments )
- Liaising with other bank officials on settlements of final dues.
- Preparation of monthly allowances for payroll
- Monitor the monthly payments of service providers and maintain records
- Issue letters requested by the staff members (Confirmation letters of loan balances / EPF balances and service letters)
- Had Experience in preparation of staff loans, maintenance of loan records and ensure all deductions are within 60% of the net salary

- Involved in Yearly Appraisal Process

## **Dialog Telecom PLC - Contact Centre**

### **Contact Centre Associate (November 2006 - July 2008)**

- The job scope involved giving quality services to customer related queries.
- The key responsibilities were to provide a customer information and advice in accordance to the company's Customer Care Policy.

## **EDUCATIONAL & ACADEMIC QUALIFICATIONS**

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- **Professional Qualification in Human Resource Management- PQHRM 2014**  
Institute of Personal Management (IPM) Sri Lanka affiliated Chartered Institute of Personal Management (UK)
- **Graduate level Diploma in Business Administration - 2013**  
Association of Business Executives (ABE) - UK
- **Certificate in Banking & Finance - 2014**  
Institute of Bankers Sri Lanka (IBSL)
- **Certificate in Human Resources Management - 2012**  
Institute of Personal Management (IPM) Sri Lanka affiliated Chartered Institute of Personal Management (UK)
- **GCE Advanced Level Examination in 2006**  
Mathematics Stream (Combined Mathematics / Physics/ Chemistry)  
Holy Family Convent, Bambalapitiya, Colombo 4
- **GCE Ordinary Level Examination in 2003**  
1993 – 2003 Good Shepherd Convent. Nayakakanda, Wattala

## **TRAINING CERTIFICATES**

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- Certificate Program in Labor Law and Industrial Relations - 2015 (The Employees Federation of Ceylon)
- Competency Based Interviewing - 2014 (McQuire Rens & Jones – Train, Ignite, Inspire)
- Microsoft Excel Training - 2009 (Executive Technologies)

I confirm that the above information provided by me, regarding my employment and work experience, skills and achievements are true and correct to best of my knowledge.

**Sewwandika Logus**