

ANUPAMA MADHAWEE JAYAKODY

No.336/5, Gajaba Mawatha, Ihalakaraghamuna, Kadawatha, Sri Lanka



Contact details : Mobile 0773320507
Residence 0112975668
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Date of Birth : 15|12|1994

PROFESSIONAL EXPERIENCE

HR EXECUTIVE, RR DONNELLEY PVT LTD (SEPTEMBER 2016 – PRESENT)

Responsible for:

- Handling the end to end recruitment process
- Managing the open requisition request system
- Managing vendors related to Job Portals
- Liaising with various Institutes to source potential candidates
- Maintaining the CV Database
- Conducting HR screening interviews and coordinating the Final interviews
- Coordinating the Internal Job Postings and Team transfers
- Handled redeployment projects in the organization when needed
- Liaising with hiring managers across all levels in the organization to effectively complete recruitments
- Handling employee relations across all levels
- Facilitate training programs as an Internal Trainer of the organization

HR ASSOCIATE, ACCENTURE LANKA PVT LTD (MAY 2015 – AUGUST 2016)

Responsible for:

- Raising the Service Request as per the request for Open Positions
- Sourcing suitable profiles as per the Job Description Provided
- On boarding process for prospective candidates
- Creation of SAP and entering into the system
- Calculation of Over Time for Staff Cadre Employees
- Clearance of Resigned Employees – ETF Clearance , EPF Clearance , Service Record Clearance
- Facilitate training programs as an Internal Trainer

BUSINESS DEVELOPMENT OFFICER, RE INSURANCE BROKERS (JUNE 2014 – SEPTEMBER 2014)

Responsible for:

- Bringing in New Clients
- Sending out Quotation requests to Insurance Companies

- Negotiating terms with the insurance companies in favor of the client
- Developing reports to be sent out to the clients
- Handling the Renewal Process of the covers
- Handling the Claim Process of the Clients

FRONT OFFICE EXECUTIVE, STANDARD CHARTERED BANK- HEAD OFFICE (February 2014 – May - 2014)

Responsible for:

- Handling customer queries
- Welcoming guests
- Managing Front Office Operations
- Managing Staff Queries
- Handling Telephone Inquiries and Documents

EDUCATIONAL EXPERIENCE

- Completed both General Certificates of Examination Ordinary & Advanced level at *Musaeus College*
- Completed **Diploma in Business Management** in Australian College of Business Technology (ACBT)
- Completed **Advanced Diploma in Business Management and International Business** at Australian College of Business Technology (ACBT)
- Currently studying in International College of Business Technology (ICBT) as a final year undergraduate student of **Bachelor of Business Management** Degree Program
- Completed the Foundation Level of AAT Qualification.
- Completed Foundation and Certificate Level of PQHRM and currently following the **final stage** of PQHRM Level of IPM HR Qualification

EXTRA CURRICULAR ACTIVITIES

- Engaged in Oriental Dancing from 2001 to present at Kulasiri Budawatta Dancing Academy
- Engaged in Inter House Dancing Competitions at Musaeus College

References

Mr. Dhammika Gunasekara
Scott Guard Security
Samanala Mawataha,
Nawinna,
Maharagama Tel No : 0773595400

Ms. Fara Thassim
Accenture lanka (pvt) Ltd
Ekala
Tel No: 0772442828