

CURRICULUM VITAE

AMINDRA THARUSHI RANTHILAKA

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412/2G, Dutugamunu Road,
Thalangama North, Battaramulla

Career Objective

To be in a meaningful and challenging position which enables me to use my skills, encourage my creativity and motivate me towards extra – efforts, enabling to have excellent experience and career advancement which will be a strength to the organization that I work for.

Personal profile

I am currently studying HRM at the Institute of Personnel Management Sri Lanka, & I wish to acquire work experience in the HR field in order to put a good platform to my career life .I am in search of a job as I have already completed 9 months of internship. I am a friendly, confident and dynamic personality and a team player with good interpersonal and human skills. My ability of being creative and hardworking will strongly drive me to complete my tasks in an effective manner.

Educational Qualifications

Passed **G.C.E. Advanced Level (English Medium)** Examination 2015

- GENERAL ENGLISH A
- ECONOMICS B
- BUSINESS STUDIES B
- ACCOUNTING C

Passed **G.C.E. Ordinary Level (English Medium)** Examination 2012

- English A
- Mathematics A
- Commerce A
- History A
- Sinhala A
- Religion A
- Science B
- Health B
- English Literature C

Professional Qualifications

- Successfully completed the Foundation Course in Human Resource Management (FCHRM) and The Certificate Course in Human Resource Management (CCHRM) at **The Institute of Personnel Management Sri Lanka – IPM.**
- Currently following The Professional Qualification in HRM (PQHRM) at **The Institute of Personnel Management Sri Lanka – IPM.**
 1. Operational Level - Completed
 2. Managerial Level - Pending Results
 3. Strategic Level (1) - Starting from November (1st week)
- Successfully Completed the **E- Citizen exam** conducted by the **European Computer Driving License (ECDL)**
- Successfully Completed **Initial , Preliminary and 1st, 2nd,3rd,4th**stages in **Speech and Spoken English examinations** conducted by the **Wendy Whatmore Academy of Speech and Drama.**

Work Experience

Period	Designation	Organization
20 th January 2017- Present	HR Intern	Hemas Holdings PLC (Vishwa BPO)

Key result areas performed:

- Recruitment and Selection
- Training and Development
- Human Resource Information System
- Miscellaneous
 - ✓ Coordinating meetings on request by Senior Executive.
 - ✓ Registering, maintaining records and liaising with the health insurance agent regarding payments.
 - ✓ Drafting adhoc letters to cater employee requests (Letters to banks, Visa offices) Etc.
 - ✓ Handling of EPF in recruitment and ETF claim forms in resignations.

Projects/Programmes Coordinated

- ✓ Assist in coordinating training programmes.
- ✓ Assist in coordinating the Annual Staff trip
- ✓ Coordinating the Fun Friday event organized once a year by the Hemas group.

Extra-Curricular Activities

- Played for Under 17 & 19 netball team of Bishop's College
 - Member of the school Entrepreneurs Club
 - Member of the school Commerce Union
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Skills and Competences

- Leadership skills, team work skills and presentation skills.
- Able to co-ordinate with any activity such as organizing events etc.
- Proficiency in both English & Sinhala

Computer literacy

- Sound knowledge in MS Office (Word, Excel, PowerPoint)

General Information

Full name	: Amindra Tharushi Ranthilaka
Age	: 21 years
Date of Birth	: 05-09-1996
Religion	: Buddhist
Nationality	: Sri Lankan
Gender	: Female
National identity card No	: 967492299V
School attended	: Bishop's College, Colombo 03

Non Related Referees

Mr.Dhammika Jayawardana
Addl.Director General-Export Development Board.
Colombo 02.
TP: 0714431903

Ms. Dinithi Abeygunawardena
Senior Executive– HR
Vishwa BPO (Pvt) Ltd.
TP:0765230831

Declaration

I do hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge.

A T Ranthilaka

Date:17/10/2017