

Madushani R Geeganage

Email: madushani92@gmail.com

+94773376073

Employment History

Tenaga Carparks (Pvt) Ltd - May 2019 to date

Senior Executive - Human Resource Management & Administration

- Assisting Head of HR in HR planning and taking initiatives to effectively manage staff for maximum utilization
- Planning HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Directing all recruitments & selection of employees starting from advertising to on boarding new staff in align with company recruitment procedure
- Arranging employee training procedures for new employees and implementation of talent management procedures
- Monitor employee progress and stay abreast on company culture, ensuring it stays positive and productive
- Handling organizational change management procedures
- Manage and supervise other staff, ensuring they are assigned and carry out proper tasks
- Attaining and overseeing all employee relations & labor legislations
- Implementation of appropriate HR management information systems to record, maintain, plan and manage the organization's human resources.
- Promoting a positive and open work environment where employees feel comfortable speaking up about issues
- Facilitate Employee Welfare activities

Family Rehabilitation Centre - (Local Non-Governmental Organization) - Aug 2018 to Mar 2019

HR & Administrative Officer

- Determine staffing numbers, skills and needs to meet the organization's objectives.
- Analyzing the skills and qualities required for each particular job and develop job descriptions and duty statements with Senior Management.
- Assisting in advertising staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments.
- Maintaining the personal files and records of employees on matters such as wages, leave and training, and prepare associated management reports.
- Arranging and conducting of staff trainings.
- Carrying out human resource administrative work - i.e. Filling EPF forms - for member registration, draft and prepare service letters etc.
- Providing advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs.
- Organizing employee welfare services such as health and wellbeing programs, first aid and fire warden training, and social activities.
- Assisting in revising and updating policies & procedures in the employee handbook
- Processing employee Health Insurance.

HSBC HDPL - Apr 2015 to Aug 2018

Customer Service Executive

- Online Account Openings for HK customers
- Account maintenance
- Coordinating with customers for account maintenance
- Cheques & Voucher Retrievals

Redmo Group - (The commercial arm of Sri Lanka Red Cross Society) - Sep 2012 to Mar 2015

HR & Administrative Assistant

- Carrying out human resource administrative work - i.e. Filling EPF forms - for member registration, draft and prepare service letters etc
- Contract Preparations
- Engaged for the day to day general administration of the organization, assisting Finance and Administration Manager and supporting the staff team.
- Maintaining the personal files and records of employees
- Overlooking & preparation of employee Time & Attendance details
- Engaged in labour tribunal related matters and other legal correspondence
- Other HR & Administration related documentation

The Centrel Hospital - May 2012 to Sep 2012

HR Intern

- Got basic training on personal file maintenance
- Engaged in Employee induction programs
- Trained on HR letter drafting and other correspondence
- Trained on payroll preparations, Time & Attendance system

Educational Qualifications

Academic Qualifications:

- **Master's in Business Administration (MBA in HRM) - 2019**
Name of the University Open University of Sri Lanka
- **Post Graduate in Human Resources Management - 2018**
Name of the University Open University of Sri Lanka
- **Advanced Level (2010) - Commerce**
Business Administration B
Economics C
Accounting C
General English A

Professional Qualifications:

- Professional Qualification in Human Resource Management at Chartered Institute of Personnel Management, Sri Lanka (CIPM)

Extra Curricular Activities

- Girl Guide at school.
- Member of school Commerce society.
- Member of school IT society.

Referees

1. Asangi Wijesuriya
Senior Manager - Finance
Save the Children | 18, Sinsapa Road,
Colombo | 00600
asangi.wijesuriya@savethechildren.org
M +94 77 3 291626
2. Pubudu Perera
Finance Controller
We Effect | 264/3, Dewala Rd,
Koswatta, Battaramulla
pubudu.perera@weeffect.org
M +94 77 7 636304