UMESHA DISSARATHNA

158/113, Lake Round Road, Kurunegala.

0712400847

umeshadissarathna@gmail.com

ABOUT ME

A driven, hardworking, motivated adaptable and responsible undergraduate seeking a position in Human Resource Management in a dynamic organization. Familiar with basic human resources and business management procedures. Reliable and very focused on the completion and quality of work. Works well under pressure.

SKILLS

- MS Office ●●●●○
- HTML ●●○○○
- Digital Marketing ●●●○○

LANGUAGES

- English ●●●●○
- Japanese ●●●○○
- Tamil ●●○○○

MEMBERSHIPS

Member of Girls' Guide Association

Member of School Arts Society

Member of NIBM Netball team

INTERESTS

EDUCATION

CHARTED INSTITUTE OF PERSONNEL MANAGEMENT
2022 - 2023
Charted Intermediate in Human Resources Management (Following level 3 of CQHRM)

CHARTED INSTITUTE OF PERSONNEL MANAGEMENT
2021 - 2022
Diploma in Human Resources Management (level 2 of CQHRM) (Pending results)

SABARAGAMUWA UNIVERSITY OF SRI LANKA
2017 – 2021
BA in Japanese Language (Still Convocation didn't held)

ICBT CAMPUS
2021
Diploma in Psychology and counselling (Successfully Completed)

CHARTED INSTITUTE OF PERSONNEL MANAGEMENT
2020
Certificate in CCHRM (Level 1 of CQHRM) (Completed)

GOOGLE DIGITAL GARAGE
2020
Certificate in Digital Marketing (Successfully Completed)

NATIONAL INSTITUTE OF BUSINESS MANAGMENT
2017
Advanced Diploma in Business Management (Successfully Completed)

NATIONAL INSTITUTE OF BUSINESS MANAGMENT
2014
Certificate in Information Technology (Successfully Completed)

MALIYADEVA GIRLS' SCHOOL KURUNEGALA
2003 - 2016
School Education

REFERENCE

Thushara Atapattu
Senior Area Manager
SINGER (SRI LANKA) PLC.
No. 112, Havelock Road,
Colombo 05,
Sri Lanka
Email : thusharaa@singersl.com
Tel : +94 77 3432014

Y. Chandana
Head of Sales Retail
Softlogic Retail PVT LTD.
Kotte Road,
Rajagiriya,
Sri Lanka
Tel : +94 77 3448333

WORK EXPERIENCE

Position: Currently working as HR Intern (Talent Acquisition)

Company: Dialog Axiata PLC

Duration: December 2021 – November 2022 (11 months)