



NIROSHANI JAYAKODI

PROFILE

A responsible, organized, efficient individual with a clear, logical mind, a practical approach to problem solving and a drive to see things through to completion.

Friendly and an approachable personality always striving to deliver the best and the highest standard possible at any given task and in any instance.

PERSONAL INFORMATION



nirosyanijayakodi@gmail.com



+971 502479784
+971 555547209



Villa No:06,
66/A street, Up town Merdif,
Dubai.



21st February 1990

Visa Status – Visit Visa

Linked in:

<https://www.linkedin.com/in/nirosyani-jayakodi-6b1567223>

EXPERIENCE

Assistant - Human Resources

Rhino Consultants & Facilitators (Pvt) Ltd Sapugaskanda, Sri Lanka

July 2017 to January 2022

- Handling and organizing employee personal files.
- Update HRIS system by entering employee data and other details.
- Typing letters, Job advertisement, Memos and other correspondence.
- Handling petty cash and maintaining petty cash report.
- Maintaining food stock and following relevant reports.
- Maintain stationeries and office equipment stock.
- Preparing various reports such as absenteeism reports, turnover reports and other required reports using MS excel.
- Handle multiple tasks & manage all HR /admin activities related to various departments.

Administrative Assistant cum Receptionist

Wemara Construction (PVT) Ltd - 2014-2015

- Preparing and handling all employee personal files and other documents.
- Taking meeting minutes as requested.
- Assist Administrative Manager to follow company insurance policies.
- Schedule and arrange meetings and interviews.
- Over seeing employees and management transport requirements.
- Welcome and acknowledge all the guests answer telephone calls using appropriate etiquette.

- Proficient knowledge to work in MS office package (Excel, word, Outlook and PowerPoint.)
- Fast typing (35-38wpm)
- Fluency in English.
- Hard worker, good team player and a good leader
- Problem Solving Skills.
- Communication Skills
- Ability to achieve goals and meet multiple deadlines.
- Adaptability
- Positive Attitude, Good Communication Skills and Self-Motivation
- Time Management
- Fast Learner
- Quick and timely decision-making

INTERESTS

Music
Cooking
Travelling
Reading

Secretary cum Administrative Executive

Thilini Property Developers and Construction (PVT) Ltd - 2015-2017

- Arrange meetings and preparing meeting minutes.
- Preparing letters and quotations as requested.
- Handling petty cash and bank related work.
- Data entry, Email correspondence and other admin duties.

PROFESSIONAL QUALIFICATIONS

- Currently reading for a **Chartered qualification in HR management** in Chartered Institute of Personnel Management (CIPM), Colombo, Sri Lanka
- **Diploma in Human Resources Management** in Chartered Institute of Personnel Management (CIPM), Colombo, Sri Lanka
- **Certificate in Human Resources Management** in Institute of Personnel Management (IPM), Colombo, Sri Lanka - Merit Pass – 2010

EDUCATION

Ave Maria Convent – Negombo

- **G.C.E. Advanced Level 2009**
(In Commerce stream)
- **G.C.E. Ordinary Level 2006**