

HASHINI THARIKA

**EXECUTIVE SECRETARY/HR ADMIN/ TRAINING
COORDINATOR/RECEPTIONIST/PROJECT COORDINATOR**
(LAID OFF FROM LAST EMPLOYMENT DUE TO PANDEMIC & AVAILABLE FOR AN
IMMEDIATE START)

HR Admin/Secretary, Training Coordinator, Receptionist with 6 years' experience. Employed in several organizations assisting in administrative tasks, human resources and a key contributor to organizational success with experience in leading, managing, developing long-range growth plans. Respected as a dynamic team leader and creative solutions provider.

EXPERIENCE

01

HR ADMINISTRATOR CUM EXECUTIVE SECRETARY TO HR DIRECTOR

ETIMAD HOLDING, ABU DHABI, UAE.

2018 – 2020

- Acting as the first point of contact of director.: dealing with correspondence and phone calls.
- Conserve director's time by reading, researching, and routing correspondence.
- Drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Compiling that analyzed information and preparing reports and presentations.
- Maintain director/executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Provide documentation reference by developing and utilizing filing and retrieval systems; recording minutes of the meeting.
- Implementing and maintaining procedures/administrative systems.
- Reminding the manager/executive of important tasks and deadlines.
- Organizing and maintaining staff personnel records.
- Updating internal HR databases.
- Assisting with payroll by providing the department with relevant employee info & records. i.e. Attendance, holidays, leave info.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.
- Setting up interviews and corresponding with prospective employees in a timely manner.
- Processing internal arrangements such as travel, training sessions, and team-building events.
- Other required tasks to support senior management.
- ESSENTIAL WORK ACTIVITIES
 - ✓ Handling Info/Instructions
 - ✓ Cooperating/Liaising
 - ✓ Clerical/Admin Functions
 - ✓ Writing/Drawing
 - ✓ Checking
 - ✓ Performing Physical Tasks



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Abu Dhabi, UAE



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SKILLS

Analytical Skills

Customer
Service

Social
Media
Expertise

Attention to detail

Coordination

Document
Controlling

Administration

Team
Leadership

02

TRAINING COORDINATORCHICAGO TRAINING & CONSULTANCY, ABU DHABI, UAE.
2014 – 2016

- Develop effective working relationships with customers through regular meetings and identify and obtain further sales and business development opportunities.
- Work with and Group marketing to develop marketing campaigns to support Sales Strategy. Generate new business and raise awareness of other company products.
- Identify requirements for new products & services to anticipate and potentially lead the market.
- Apply Companywide project management standards in preparing bids and contracts, responding to customer needs.
- Actively seek current training methods and best practices to facilitate training employees
- Provides administrative support to ensure efficient operation of office.
- Manage accounts and meet or exceed targets relating to revenue growth, activities, profit margin, mix of products and services sales, customer retention and customer acquisition.

03

RECEPTIONIST CUM PROJECT COORDINATORSOLAR IMPULSE PVT LTD, SRI LANKA
2012 – 2014

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Assist the PM in the drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules.
- Prepare project organization and communication charts.
- Chair site meetings and distribute minutes to all project team members.
- Directs visitors by maintaining employee and department directories.
- Informs visitors by answering or referring inquiries.
- Effectively and accurately communicate relevant project information.
- Ensure clients' needs are met in a timely and cost effective manner.
- Issue Contracts, Letters of Intent, Purchase Orders, etc.

EDUCATION

01

BACHELOR IN BUSINESS MANAGEMENTNATIONAL SCHOOL OF BUSINESS MANAGEMENT, SRI LANKA
Pursuing

02

PROFESSIONAL QUALIFICATION IN HUMAN RESOURCE MANAGEMENTNATIONAL INSTITUTE OF BUSINESS MANAGEMENT, SRI LANKA
2013 – 2014

03

HIGHER SECONDARY SCHOOLSANGHAMITTA GIRLS COLLEGE, SRI LANKA
2013

LANGUAGE PROFICIENCY

- ENGLISH



- SINHALA



- HINDI



ADDITIONAL INFORMATION

- IT SKILLS: MS OFFICE TOOLS
(EXCEL, WORD, POWERPOINT, OUTLOOK)
- VISA STATUS: VISIT VISA
(EXPIRES ON 24TH APRIL 2021)
- AVAILABILITY: IMMEDIATELY
- NATIONALITY: SRI LANKAN
- DATE OF BIRTH: 24/05/1991
- MARITAL STATUS : MARRIED