



NELUSHA KUMARASINGHE

SENIOR HR&ADMINISTRATION PROFESSIONAL



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Dubai, UAE

PERSONAL DETAILS

Date of birth: 21 April 1985

Visa Status: Resident

Marital status: Married

Nationality: Sri Lankan

EDUCATION

Bachelor of Business Administration
London City College- Dubai

TECHNICAL SKILLS

- SAP HR
- Navision
- PMS (Payroll Management System)
- Microsoft Office

LANGUAGES

- English
- Sinhala
- Hindi

PERSONAL ATTRIBUTES

- Creative & Innovative
- Excellent Communicator
- Always Positive
- Leadership qualities
- Decision maker

ABOUT ME

An Experience and result oriented Strategic and innovative HR Professional with 8+ years of experience who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Currently responsible for 400+ employees in the UAE and the GCC.

CORE COMPETENCIES

- Employee Relations
- HR Administration
- Payroll Management
- Team Management
- Records Management
- Onboarding & Offboarding
- Compensation & Benefits

WORK EXPERIENCE

Senior HR and Payroll Executive *Tavola 4homes, Dubai-UAE*

(2013 – Present)

To proactively support the GM, Finance Manager, and the HR Team with all organisational and administrative requirements to provide a seamless service across the business. To provide a professional and helpful point of contact for the employees and all the administration elements of the employee life circle in multiple regions. This includes the successful and smooth employee on-boarding and off-boarding procedures, employee benefits and administering payroll related transactions.

KEY RESPONSIBILITIES

- *Payroll Administration*
 - Assist the Finance Manager with all payroll transactions including annual tickets, bonus schemes, overtime, promotions and salary revisions, deductions, end of service benefits (as per freezone and labour) and updating bank transfer details for new employees.
 - Once payroll has been finalised processing the salaries through WPS and ensuring successful posting of payroll to finance department.
- *Insurance Coordination and Administration*
 - Main point of contact with the Broker for Medical, Life group, Workmen compensation, Motor fleet, Money, Public Liability, Property All Risk insurance in UAE and GCC.
 - Responsible to oversee and manage claims and coordinate with the broker for claim utilization.
 - Coordinate with the finance team for all process of invoicing and payments for all insurance related activities.
- *HR Responsibilities*
 - Processing, verifying, and maintaining documentation related to personnel activities such as staffing, recruitment, training, performance

evaluations and classifications.

- Preparing monthly HR dashboards and reports as required.
- Assisting with manpower planning and budgeting.
- Maintaining human resources records by recording new hires, transfers, terminations, changes in job classifications and leave management.
- Handling HR investigations and preparing reports and taking necessary actions.
- Maintaining new hire communication and correspondence.
- Handling labour contracts, offer letters and joining reports.
- Conducting new hire orientations and Exit interviews.
- Handling visa related tasks such as cancellations, pre-labour approvals, new electronic work permits, renewal of visas etc.
- Liaising with recruitment agencies for current vacancies.
- Tracking and identifying prospective candidates using variety of channels like LinkedIn, Gulf Talent, and other sites.
- Short listing of CV's and pre-screening via telephone/ Microsoft teams call/ face to face interviews.
- Requesting of workstation and assisting with candidate's transition and on-boarding process.
- Ensuring employee engagement for high productivity and employee wellness. Always coming up with new ideas for staff engagement through wellness programs, fitness webinars, health and fitness news articles and organizing staff outings and parties.
- Preparing all official company letters such as job offers, bank related letters, NOC for different requirements etc.

Sales Supervisor / Acting Manager

(2006 – 2013)

THE ONE Total Home Experience, Dubai- UAE

- Responsible for coordinating and supervising daily activities of sales associates engaged in promoting and selling products.
- Preparing Overtime and payroll reports for Sales staff to submit to HR Department.
- Screening CV's and Interviewing potential candidates for Sales staff along with HR.
- Ensuring to provide excellent customer service to customers.
- Preparing the shopfloor schedule to ensure maximum coverage on the shopfloor.
- Work with sales team when closing sales.
- Assist sales associates and team to meet and exceed goals.
- Answer potential customer questions and follow-up call questions.

TRAININGS & SEMINARS

- Informa MEA Certification for attending HR Summit and Expo – 2019
- Train the Trainer Certification – THE One Total Home Experience
- Sales Supervisor Succession Training – THE One Total Home Experience
- SAP HR Training – Hire to Retire Processes