



Udaya C. Silva

Experienced HR Manager driving organizational growth through Strategic HR practices

Profile

A seasoned Human Resources Manager with over eight years of comprehensive experience in managing the entire spectrum of HR functions within diverse organizational settings. Proficient in recruitment, performance management, employee relations, and regulatory compliance. Demonstrated expertise in handling both national and expatriate staffing requirements while fostering positive relationships with internal and external stakeholders. Adept at implementing HR strategies to drive organizational growth and employee engagement.

Education

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| Post Graduate Diploma in Global Business Management North Island College, Campbell River, BC | Jan 2024 - Present |
| Post Graduate Diploma - Business Administration (Human Resources Management) University of Bedfordshire, Luton, London, UK | Nov 2021 - May 2024 |
| Bachelor of Science (Hons) Business Management (Specialized in HR) London South Bank University, UK | Feb 2014 - Feb 2015 |
| HND in Business Management & Human Resource Management ICBT Campus, Sri Lanka | Nov 2011 - Aug 2013 |

Employment

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| Human Resources Support (Contract) Immigrant Welcome Centre of North Vancouver Island | Aug 2024 - Present |
| <ul style="list-style-type: none">HR Life Cycle administration: Recruitment, Onboarding, Benefits, Payroll, Talent Development & Termination.Recruitment: Supporting Hiring Managers with drafting and posting job descriptions, sourcing & selecting candidates, drafting interview questions, and drafting job offers.Onboarding new employees.Migration of existing employee files into new HRIS | |
| Front Counter Attendant (Part-Time) Tim Hortons, Merecroft Village, Campbell River, BC | Jan 2024 - Present |
| HR Manager East Timor Trading Group, Dili, Timor-Leste | Mar 2020 - Dec 2023 |

Personal details

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| | Udaya C. Silva |
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Skills

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|---------------------------|-------|
| Recruitment and Selection | ●●●●● |
| Performance Management | ●●●●● |
| Employee Relations | ●●●●● |
| Training and Development | ●●●●● |
| HRIS Management | ●●●●● |
| Labor Law Compliance | ●●●●● |
| Strategic Planning | ●●●●● |
| Communication Skills | ●●●●● |
| Problem-Solving | ●●●●● |
| Leadership | ●●●●● |
| Change Management | ●●●●● |
| Ethical Conduct | ●●●●● |
| Strategic Thinking | ●●●●● |
| Stakeholder Management | ●●●●● |

Conflict Resolution ●●●●●

Languages

English ●●●●●

Sinhala ●●●●●

Seminars & Trainings

Seminar Series on Labour Law Essentials

(Federation Of Chambers Of Commerce And Industry Of Sri Lanka)

Negotiation Skills Training

(Chartered Institute of Personal Management Sri Lanka)

What Makes a Good Payroll Administrator Workshop

(Chartered Institute of Personal Management Sri Lanka)

Elementary fire fighting & Emergency Evacuation Training

(ISAT Training School , Dili, Timor-Leste)

- Spearheaded end-to-end recruitment processes for both national and expatriate roles, meticulously managing job descriptions, screening procedures, and interview coordination.
- Provided vigilant oversight of HR operations, ensuring the seamless management of personal records, HRIS systems, and payroll processes to guarantee accurate and timely salary distributions.
- Offered strategic guidance to the management committee on company policies, procedural improvements, and the seamless implementation of new protocols to foster a harmonious work environment.
- Drove the formulation and execution of performance management initiatives, employee training programs, and development strategies, meticulously overseeing their implementation and conducting thorough outcome evaluations.
- Acted as a primary liaison for labor relations, skillfully navigating government interactions for work permits, and fostering valuable engagements with external stakeholders to continually enhance recruitment practices and facilitate internship opportunities.

HR Officer

Dec 2015 - Mar 2020

East Timor Trading Group, Dili, Timor-Leste

- Offered comprehensive support to supervisors and staff to enhance their skills and capabilities, fostering a culture of continuous learning and development.
- Vigilantly monitored staff performance, attendance, and promptly addressed any human resource or work-related issues to maintain a productive and harmonious workplace environment.
- Efficiently coordinated the recruitment and selection process, ensuring a thorough and timely procedure to acquire top talent for organizational needs.
- Meticulously managed personal records, including details regarding wages, superannuation, leave, and training, and prepared relevant reports to support informed decision-making and compliance requirements.

Human Resource Executive

Jun 2015 - Dec 2015

IDEAL Group of Companies, Sri Lanka

Human Resource Executive

Oct 2013 - May 2015

Bellagio Casino, Sri Lanka

References

Mr. Sam Aluwihare

East Timor Trading Group, Dili, Timor-Leste
+670 78294764, sam.aluwihare@gmail.com

Mr. Lakshman Wickramasekera (Retired)

Tourist Board, Sri Lanka
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