

Himath Epa

Human Resources Professional
(MLHRM,PQHRM,CCHRM)



Personal details

- Himath Epa
- himath90@gmail.com
- +94701357283
- Doha, Qatar
Immediately available with NOC
- May 28, 1990
- Male
- Sri Lankan
- Married
- linkedin.com/in/himath-epa-5813a678

Skills

Headhunting & Extended Executive Search	● ● ● ● ●
Coaching	● ● ● ● ●
Microsoft Office Packages	● ● ● ● ●
Time Management	● ● ● ● ●
Team Work	● ● ● ● ●
Leadership Skill	● ● ● ● ●
Communication Skill	● ● ● ● ●

Education

Masters in Labour Relations and Human Resources Management 2021 - 2022
University Of Colombo, Colombo

Professional Qualification in Human Resources Management (PQHRM) 2012 - 2014
Charted Institute Of Personnel Management (CIPM)

Certificate Course in Human Resources Management
Chartered Institute of Personal Management, Colombo

Diploma in English
Gateway College of Language, Colombo

Diploma in Computer Science
Open University, Colombo

High School
Isipathana College, Colombo 05

Employment

Manager - Talent Acquisition & HR Systems Feb 2024 – Nov 2024
LAUGFS Holdings Limited

- Senior Manager level and above recruitment & headhunting (up to onboarding) across the group.
- Liaise with Headhunters to fill the vacancies. Maintain the Headhunter agreements Informing Headhunters regarding the vacancy to fill Headhunter payments, following up, & attending career fairs to absorb talented candidates.
- Advocate for recruitment and selection policies.
- Creating / allocating employees to rosters in HRIS according to SBU requests.
- Assigning employees to their respective workflows, such as authorized no-pay or employee confirmation.,
- Overlooking employee HRIS profiles across the group.
- Approving authority for RFID door access cards for all head office employees across the group and maintaining records.
- Approving of printing employee ID photographs with their details as per the LAUGFS ID card template and personalizing their door access cards to be used for identification purposes.
- Assisting new recruits on a personal level in terms of HRIS training (the senior manager above new recruits along with the induction).
- Assisting SBUs in the event of employee transfers or promotions (re-registering fingerprints, re-printing ID cards, assisting in transferring their profiles in HRIS).
- Compliance with the HR system with periodic HR audits.
- Setting and adjusting system parameters such as OT limits and missed attendance limits.
- Overlooking employee leave balances and updating leave on a need basis.
- Providing HRIS front-end support to all SBU HR.
- Assisting employees with their timesheets and helping the compensation and

MultiTasking Skill	● ● ● ● ●
HRIS Knowledge	● ● ● ● ●
Strategic Thinking	● ● ● ● ●
Event Planning	● ● ● ● ●
Active Listener	● ● ● ● ●
HR Strategy Creation & Execution	● ● ● ● ●
Managing Priorities	● ● ● ● ●
Recruitment & Selection	● ● ● ● ●
Training & Development	● ● ● ● ●
Productivity	● ● ● ● ●
Being analytical and data-driven	● ● ● ● ●
Command of technology	● ● ● ● ●

Languages

English	● ● ● ● ●
Sinhala	● ● ● ● ●

Qualities

- Problem Solving
- Risk Acceptance
- Multi Tasking
- Trustworthy
- Learning
- Time Management
- Training & Development
- Mentoring & Coaching
- Honesty

Hobbies

- Traveling
- Reading Books
- Watching Movies

benefits team during the payroll cycle.

- Managing workflows across the group of companies in the HRIS system and making relevant changes as needed.
- Generating relevant HR reports when management requests.
- Coordinating and overlooking with the group IT team for HR developments in the system.
- Providing backend support for the performance management system to SBU HR.
- Assist in driving the group-level special projects.

Assistant Manager - Human Resources and Administration

Feb 2021 - Feb 2024

The Headmasters Lanka (Pvt) Ltd, Colombo

- Handling HR – payroll system and monthly KPI incentive of the company's staff by using Gallery ERP
- Preparing EPF and ETF contributions and making payments timely.
- Registering the new employees for EPF and ETF and update the necessary labour laws within the company according to labour department by attending labour seminars.
- Maintains organization staff by establishing a headhunting, recruiting, testing and interviewing program on candidate selection using appropriate sourcing strategies such as LinkedIn headhunting, advertising, networking and referrals.
- Leading the entire office staff in day to day as well as business operations.
- Ensure engagement planning, monitoring and appraisal of employee performance, remuneration and reward, and coaching staff to increase their capability.
- Preparing market mapping
- Develop and monitor employee increment system. Maintain upto date staff inventory of the company. Update salary structure of the company compatible with industry standards.
- Preparing the documents from offer letter to service or termination letter.
- Preparing audit documents and maintaining adherence and compliance.
- Preparing proposals, agreements, quotations and presentations in relating to recruitment & headhunting, outsourcing, training and HR consultancy.
- Conducting exit interviews.
- Submitting weekly and monthly progress reports of different SBUs such as recruitment, outsourcing, company site, training and consultancy

Administrator – HR Department

Apr 2015 - Aug 2020

Peninsular Petrotech Engineering W.L.L, Qatar, Doha,

- Maintained organization staff/workers by establishing a headhunting, recruiting, testing and interviewing program on candidate selection.
- Maintaining, building up a deep and versatile pool of candidates to meet company requirements.
- Preparing and updating employee visas and resident permit documents for multinationals.
- Ensure planning, monitoring and appraisal of employee work results by conducting probation/ performance evaluations periodically.
- Develop and monitor employee increment system. Maintain upto date staff/workers inventory of the company. Update salary structure of the company compatible with industry standards.
- Hearing and resolving employee grievances; counseling employees when and where necessary.
- Follow up irregularities of compliance with Qatar legal authorities relating to

References

Mr. Lalu Rajan - Manager - Human Resources
Teyseer Group of Companies, Qatar,
Doha
+97433316647

Mr. Dhananjaya De Silva - Manager - Human Resources & Administration
Echannelling PLC, Colombo
+94750220532, dhananjayasiva16@gmail.com

- HR and Admin matters take necessary preventive and corrective measures.
- Attended to regularize the housekeeping and general administration in labor camp over 1500 workforce.
- Issuing of necessary orders, circulations and notices with the approval of the Top management.
- Take preventive and corrective disciplinary measures with the guidance of top management.
- Coordinated with VTA & looking after the training & development of the employees.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- HRIS System Handle - Oracle ERP
- Prepared clearance documents, final payments of expatriates.
- Handling employee annual leave entitlements & book air tickets.
- Maintaining database records and folders

Human Resources Executive

Mar 2014 - Dec 2014

Esoft Metro Campus, Colombo

- Headhunting, Short listing CV's, scheduling interviews, coordinating interviews and conducting initial interviews.
- Maintained CV database for the company.
- Conducted induction and orientation programs.
- Prepared various types of memos
- Conducted Exit interviews
- Handled employee conflicts
- Prepared ISO documents
- Prepared skill inventories documents and training plans
- Prepared duty rosters for clerical staff
- Updated personal files and generating reports in HRIS

Human Resources Assistant

Jul 2012 - Mar 2014

Sumathi Holdings, Colombo

- Headhunted, Recruiting talented, diverse and qualified candidates for employment.
- Coordinating with VTA, Educational Institute, Job Banks in order to select the diversified candidate.
- Preparation of the Job Advertisement and publishing on relevant medias.
- Providing Necessary data for the payroll.
- Responsible for welfare activities, Grievances handling & making the HR Plan of the year.
- Conducting Exit Interviews and coordination on Performance appraisal with relevant HOD.
- JD Preparation for relevant departments.
- Responsible for all the HR activities done within the company

HR Intern

Sep 2011 - Feb 2012

Orange Electrics, Colombo

- Recruiting talented, diverse and qualified candidates for employment.
- Coordinated Interviews and conducted background checks and verification.
- Involving in the HRIS system by enrolling new employees, Payroll & collecting the necessary attendance data.
- Job Description Preparation for relevant departments. Maintain the leave Register needed for payroll.
- Coordinating Welfare activities.
- Handling of Insurance Claims.