

# 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](https://www.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  
Chartered 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 Steretgy 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 Managment
- Training & Developmnt
- 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 withing 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.