



# Nimashani Fernando

## HR Coordinator

Experienced professional with five years in Sri Lanka's banking sector, specializing in customer care. Transitioned to the UAE, taking on roles as a Human Resource Coordinator in real estate and restaurants. Skilled in managing HR functions and talent. Committed to excellence and adaptable to new challenges. Excited to bring this experience to fresh opportunities.

## Experience

○ Nov 2022 - Present

### Human Resources & Admin Executive

**SALWA REAL ESTATE BROKERS - UAE- DUBAI**

Nov 2022 - Present

### Human Resources & Admin Executive

**IRMG MENA RESTAURANT - (Kelly's Cajun Grill ) UAE - DUBAI**

As HR Coordinator for Salwa Real Estate and its subsidiary, IRMG MENA Restaurant, I adeptly managed human resources, ensuring smooth operations in both real estate and restaurant management.

- Orchestrated seamless onboarding processes for new hires, ensuring swift assimilation into the company culture.
- Managed 200+ employee profiles, ensuring precision, compliance, and streamlined payroll processes through WPS.
- Monitored attendance, providing regular reports to management.
- Developed and implemented HR policies aligning with legal standards and company objectives.
- Led hiring and termination procedures, ensuring legal compliance.
- Oversaw individual employee records and medical insurance coverage.
- Researched and proposed medical insurance options to management.
- Stayed abreast of UAE labor laws, ensuring company-wide compliance.
- Coordinated with PRO for visa processing, ensuring compliance with UAE regulations.
- Proficient in HR software systems including BAYZAT, KEKA, CONNECT HR, HRM.
- Successfully implemented and integrated HR software, conducting training sessions for staff.
- Collaborated with IT teams to troubleshoot software issues and customize solutions.
- Proactively addressed employee concerns, fostering a positive work environment.
- Worked with cross-functional teams to address HR challenges and enhance organizational effectiveness.
- Stayed updated on industry best practices and legal requirements for current and compliant HR practices.

May 2019 - Oct 2022

### Banking Associate

**National Development Bank PLC-SRI LANKA**

- Contributed over three years of experience as a Banking Associate in NDB Bank's centralized SME Credit processing unit.
- Demonstrated expertise in analyzing SME applications, evaluating financial status through meticulous examination of financial documents.
- Possess fundamental credit knowledge, with the ability to analyze valuation reports and provide credit feedback for superior decision-making.
- Proficient in evaluating short-term limit reviews and adept at preparing Renewal Appraisals.
- Conducted transaction processing duties, including cashing checks and accepting deposits.
- Reviewed loan applications, making credit decisions based on applicants' credit history and repayment capacity.
- Consistently ensured compliance with banking regulations and policies.

## Contact

### Phone

+971 56 799 1724 /+94 760555252

### Email

nimanufer@gmail.com

### Address

Al Nahda - Dubai

## Areas of Expertise

- Credit Analysis
- Risk Management and Compliance
- Customer Service Management
- Retail and SME Relationships
- People Management
- Talent Acquisition
- Recruitment and Hiring Processes
- Employee Relations
- Termination Procedures
- Performance Management
- Training and Development
- Compensation and Benefits
- HR Policy Development
- HRIS (Human Resources Information System) Administration
- Diversity and Inclusion Initiatives
- Visa Management
- Financial Product Marketing
- Client Relationship Management

## Language

- Sinhala ★★★★★
- English ★★★★★
- Hindi ★★★★★
- Malayalam ★★★★★
- Arabic Beginner

# Computer Literacy

- Microsoft excel
- Microsoft Word
- PowerPoint
- Outlook
- Connect HR System
- Bayzat
- HCM
- WPS
- MOHRE UAE system
- Fines Inquiry System
- Zoho

## Personal Details

- **Visa Status**
  - Company Visa
- **Visa Expiry Date**
  - **Still Not Cancelled**
- **Nationality**
  - Sri Lankan
- **Date Of Birth**
  - 28th August 1997
- **Gender**
  - Female
- **Civil Status**
  - Single

## References

Will Provide Upon Request

Jun 2018 - May 2019

### Client Ambassador

#### Commercial Credit Finance & PLC- SRI LANKA

- Managed all document-related tasks within the branch, supporting marketing staff in their day-to-day activities.
- Prepared marketing files and RMV-related documents, overseeing the dispatching and registration follow-ups of motor vehicles.
- Maintained and handled the safe custody of original Vehicle CR Books, ensuring issuance to customers.
- Conducted recovery follow-ups and managed all other connected documentation work.
- Interacted with customers to provide information about banking products or services, including home loans, auto loans, business loans, checking accounts, savings accounts, CDs, mortgages, and credit cards.

Jun 2018 - May 2019

### Accounts Assistant

#### Lanka Sportriezen - Travel Agency In Sri Lanka

- Monitored daily communications, addressing any queries promptly.
- Worked with spreadsheets, sales and purchase ledgers, and journals.
- Recorded and filed cash transactions and handling petty cash
- Controlled credit and pursued debt collection.
- Handled expense requests for the accountant's approval.
- Conducted bank reconciliation.
- Liaised with third-party providers, clients, and suppliers.

## PROFESSIONAL QUALIFICATIONS

- **Bachelors In international Business & Finance** - Final Year - University of West Scotland
- **Higher National Diploma In Business Management**  
Cardiff metropolitan university - UK (2022)
- **Accounts Clerk Training Certification & Examination**  
National Apprentice & Training Authority Sri Lanka (2016)
- **Diploma in English** - Vocational Training Centre In Sri Lanka (2017)

## EDUCATIONAL QUALIFICATIONS

- **G.C.E Advanced Level examination -Commerce Stream(2016)**  
Girls High School - Colombo - Sri Lanka  
Grade - Accounts & Business Studies - B / Economics - C
- **G.C.E Ordinary Level examination**  
Girls High School - Colombo -Sri Lanka  
Grade - Passed with 6 Distinctions.

I do hereby certify that all information stated above is true and accurate to the best of my knowledge.

Nimashani Fernando