

SAVINDHYA HIMASHI HETTIWATTE

HR & ADMIN PROFESSIONAL - Talent Acquisition, HRIS Management, Stakeholder Coordination

✉ hettiwattehimashi@gmail.com ☎ [+1\(604\)-652-9312](tel:+1(604)-652-9312) 🌐 [Vancouver](#) [LinkedIn](#)

SKILLS

- **Employee Engagement & Programs:** Diversity & Inclusion, Workforce Planning, and Staff Relations.
- **Project Management:** Timeline Control, Resource Allocation, Task Prioritization, Workflow Planning.
- **Technical Tools & Platforms:** Google Workspace, SharePoint, HRIS Portals, Workforce Management.
- **Operational & Productivity Tools:** Zoom, Microsoft Teams, Slack, Trello for streamlined coordination.

WORK EXPERIENCE

Rentals Operation & Admin Associate July 2025 – Present
West Coast Car Rentals British Columbia

- Delivered front-line customer and administrative support, processing 80+ daily calls and transactions while maintaining 98% accuracy across payments and rental agreements under company protocols and client SLAs.
- Regulated documentation and record-keeping workflows for 200+ active contracts, ensuring consistent compliance and interdepartmental coordination through structured digital file systems and weekly progress tracking updates.
- Prepared and verified contracts and rental files, maintaining confidentiality of customer data and supporting weekly DBR submissions with 100% accuracy and error-free documentation standards each reporting cycle.

Human Resources Assistant April 2022 – July 2023
VS Information Systems Sri Lanka

- Promoted from HR Intern to HR Assistant within 9 months by managing recruitment, salary management, training, and development across 7 sub-companies, processing 200+ applications, and placing 40+ professionals.
- Coordinated end-to-end HR processes, including onboarding, offboarding, recruitment, salary management, training, development for 300+ employees, streamlining workflow, maintaining accurate digital personnel records.
- Initiated HRIS offboarding automation with third-party HRIS provider, integrating salary management, data to optimize documentation, improving accessibility & enhancing operations for 50+ employee transitions annually.

IT Project Coordinator / Junior Business Analyst August 2020 – September 2021
Zegates International Sri Lanka

- Coordinated 10+ HR transformation projects from initiation to closure, achieving 95% stakeholder satisfaction through schedule adherence, documentation accuracy and milestone tracking across cross-functional HR teams.
- Maintained employee records, onboarding timelines, training deliverables using HRIS and Trello, standardizing HR tracking systems, increasing workflow visibility by 22% through improved dashboards and reporting logs.
- Acted as liaison between 10+ department heads and 3 HR teams, ensuring clear and accessible documentation of employee requirements, resolving communication gaps that improved service delivery accuracy by 15% across.

VOLUNTEER EXPERIENCE

Front Desk, Administration and Sorting Support October 2024 – June 2025
Dress for Success Vancouver Vancouver, BC

- Scheduled and guided more than 50 client and volunteer appointments monthly using Acuity, Zoom, and email.
- Maintained and updated client and donation records for 1,000+ entries, improving information accessibility.

PROJECTS

HRIS Offboarding Automation Project
Role: *Project Coordinator - Internal HR System Project*

- Collaborated with HR and IT teams to transition offboarding process into a 100% automated HRIS workflow.
- Conducted process mapping to identify documentation gaps and integration points between HR and IT systems.

EDUCATION

Master of Business Administration September 2023 – April 2025
University of Canada West, Vancouver

BSc (Hons) Business Information Systems January 2017 – July 2020
University of Westminster, United Kingdom

CERTIFICATIONS

- Advanced Certificate and Diploma in HR – Chartered Institute of Personnel Management 2023
- Student Certified Candidate of CPHR (1339690) – CPHR, 2025
- WHMIS for Workers 3.0 (#06555199701) – WHMIS, 2023