



AYODYA HANSANI

ASPIRING HR PROFESSIONAL/HR ASSISTANT /
JUNIOR EXECUTIVE HR



PROFILE

Motivated and detail-oriented Human Resources professional with 6 months of internship experience in recruitment, HR administration, employee coordination, and documentation management. Skilled in communication, teamwork, MS Office, and supporting daily HR operations. Seeking an opportunity to contribute and grow within a professional HR environment.



WORK EXPERIENCE

Mercantile Investment & Finance PLC, Colombo -05

Human Resources Intern

2025 NOV - PRESENT

- Assisted in recruitment and interview scheduling processes.
- Maintained employee records and HR documentation.
- Supported on boarding and employee coordination activities.
- Helped prepare HR reports and maintain confidential records.
- Updated & monitored the pending documents tracker.
- Supported the creation & updating of employee records in the MINT HR system.
- Maintained employee records & HR documentation with high level of accuracy & confidentiality.
- Assisted with general HR administrative tasks & coordination.
- Handled end-to-end recruitment process.

Alliance Finance Company

Deposit Mobilization Officer - Junior Executive Grade II

2024 Aug - 2025 Sep

- Deposit Mobilization Officer - Junior Executive Grade II
- Conduct research for key marketing campaigns.
- Develop & execute strategies to attract fixed deposit customers.
- Coordinate with finance and internal reports handling, reporting, and communication.



EDUCATION

CHARTED QULIFICATION IN HUMAN RESOURCES MANAGMENT (FOLLOWING)

- CIPM (chartered institute of personal management)

2024 May -Present

BSC IN BUSINESS MANAGEMENT

- ICBT CAMPUS

2025 March -Present

G.C.E ADVANCED LEVEL

- Sapugaskanda Vishaka Balika College.

2022

G.C.E ADVANCED LEVEL

- Sapugaskanda Vishaka Balika College.

2019



CERTIFICATES

Completed in Advanced Certificate in Spoken English

2023

- Brthishway English Academy (with Merit pass)

Completed Foundation HRM Course

2024-May

- CIPM (chartered institute of personal management)(with Merit pass)

Completed Diploma Microsoft Office .

2024-Jan

- Be Balmoral Institute of ICT (With Merit Pass)

IT Diploma (IMBS Campus)

2025 -Present



ACTIVITIES

ART CLUB

2025 -Present

- Art Member of ICBT Campus

LEO CLUB GAMAPHA METRO

2024 - present

- Leo club Member

STUDENT COUNCIL

2025 -Present

- Head of Operations (post of the Executive Bord of the council)

CONTACT

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Maharanugegoda,Kadawtha,
Ganemulla.

https://www.linkedin.com/in/ayodya-hansani-6b28b9285?utm_source=share_via&utm_content=profile&utm_medium=member_android

SKILLS

- Recruitment & selection
- Interview coordination
- HR Documentation
- Employee Records Management
- HR System (MINT)
- MS office(Word,Excel,PowerPoint)
- Communication & Interpersonal Skills
- Confidentiality & Data privacy
- Time Management
- Employee Records
- Employee Onboarding

LANGUAGES

- Sinhala(Fluent)
- English (Intermediate)

REFERENCE

Priyantha Athukorala
MBA-General Manager(Human
Resources)

Mercantile Investments and Finance PLC

Phone: 0773219820

Email : priyantha.a@mi.com.lk

K G H Imesha

Executive (Grade II) - Talent Acquisition &
Operations

Mercantile Investments and Finance PLC

Phone: 071 1829230| 454

Email : imesha.h@mi.com.lk