

CHARUNI ATHUKORALA

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No. 157/A, Kirigampamunuwa, Polgasowita, Mattegoda.

SUMMARY

Results-driven Human Resources professional with hands-on experience in recruitment, employee engagement, HR operations, and policy implementation. Skilled in managing end-to-end HR processes, maintaining HRIS systems, and supporting payroll and performance management. Demonstrates strong organizational and interpersonal skills with a commitment to fostering a positive workplace culture and driving continuous improvement. Holds professional qualifications in Human Resource Management and contributes effectively to organizational success.

WORK EXPERIENCE

Savinda Graphic Systems (Pvt) Ltd.

Jan 2025 – May 2026

Senior Executive – Human Resources

- Manage end-to-end recruitment processes, including job postings, candidate screening, interviews, onboarding and induction processes.
- Identify skill gaps and coordinate training programs, maintain training records, and evaluate training effectiveness.
- Contribute to the successful execution of the annual HR calendar by doing employee welfare programs, events, CSR initiatives, and other well-being activities.
- Support performance management processes, including appraisals, goal setting, and evaluations.
- Maintain and update employee records and HRIS with accuracy and confidentiality.
- Support payroll processing by providing accurate employee data and documentation.
- Assist in the development and implementation of HR policies and procedures
- Participate in disciplinary procedures and grievance handling in accordance with company policies.

Achievements

- Successfully implemented a digital EPF registration system, streamlining employee onboarding with the registration of Employee Provident Fund and improving accuracy and efficiency.
- Established a Labour Department-approved Employee Welfare Society, enhancing employee well-being and providing structured benefits across the organization.
- Contributed to the implementation of a KPI-based variable allowance scheme, introducing a performance-driven monetary reward system to improve employee motivation and productivity.

Savinda Graphic Systems (Pvt) Ltd.**Dec 2023 – Dec 2024**

Executive – Human Resources

- Handle end-to-end recruitment process and maintain employee personal files, attendance, leave records, and HR documentation accurately.
- Prepare HR related Letters (Offer Letters, Appointment Letters, Confirmation Letters, Increment & Promotion Letters, Service Letters and etc.)
- Handle employee grievances and support disciplinary procedures in line with company policies.
- Prepare HR reports, letters, contracts, and other administrative documents.
- Coordinate EPF/ETF registrations and other labour-related compliance requirements.
- Prepare HR reports, letters, contracts, and other administrative documents.
- Coordinate training and development programs for employees.

Greenfield Bio Plantations (Pvt) Ltd.**Jan 2023 – Oct 2023**

Intern – Human Resources

- Handle end-to-end recruitment process and maintain employee personal files, attendance, leave records, and HR documentation accurately.
- Prepare HR related Letters (Offer Letters, Appointment Letters, Confirmation Letters, Increment & Promotion Letters, Service Letters and etc.)
- Handle employee grievances and support disciplinary procedures in line with company policies.
- Prepare HR reports, letters, contracts, and other administrative documents.
- Coordinate EPF/ETF registrations and other labour-related compliance requirements.
- Prepare HR reports, letters, contracts, and other administrative documents.
- Coordinate training and development programs for employees.

PROFESSIONAL QUALIFICATIONS**Chartered Qualification in Human Resource Management**

2026

Chartered Institute of Personal Management

Diploma in Human Resource Management

2023

Chartered Institute of Personal Management

Diploma in Accounting and Business

2017

Association of Accounting Technicians of Sri Lanka

EDUCATIONAL QUALIFICATIONS**BSc in (Hons) Food Business Management**

2019 – 2023

Sabaragamuwa University of Sri Lanka

G. C. E. Advanced Level Examination

2017

Devi Balika Vidyalaya, Colombo 08.

Passed with 2 'A' passes and one 'B' pass in the Commerce stream

G.C.E Ordinary Level Examination

2014

Samudradevi Balika Vidyalaya, Nugegoda.

Passed with 8 'A' passes and one 'B' pass

KEY SKILLS

- Recruitment & Onboarding
- HRIS Management
- Payroll Support
- Employee Engagement
- Policy Implementation
- Time Management
- Strong Decision-Making
- Effective Communication Skills

REFERENCES

Mr. Vishwa Fernando

Head of Sales & Marketing
Savinda Graphic Systems (Pvt) Ltd,
Homagama, Sri Lanka.

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Mr. Janaka Mahagedarawattha

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