



CHARUNI ATHUKORALA

HR PROFESSIONAL

PROFILE

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

2025 JAN- PRESENT

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 - Savinda Graphic Systems (PVT) Ltd

- 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.

CONTACT

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PROFESSIONAL QUALIFICATIONS

CQHRM

2026

CIPM, SRI LANKA

CIHRM

2025

CIPM, SRI LANKA

DPHRM

2024

CIPM, SRI LANKA

DIPLOMA IN ACCOUNTING AND
BUSINESS

2018

AAT, SRI LANKA.

ACADEMIC QUALIFICATIONS

BSc in (Hons) Food Business
Management

Sabaragamuwa University of Sri
Lanka

G. C. E. Advanced Level Examination

Devi Balika Vidyalaya, Colombo 08.

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

LANGUAGES

English ☒ ☐ ☐

Sinhala ☐ ☐ ☐ ☐

SKILLS

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

REFERENCES

Mr. Gamini Perera

Business Director
Savinda Graphic Systems (Pvt) Ltd,
Homagama, Sri Lanka.
Phone: +94 71 220 4682
Email :gamini@savinda.lk

Mr. Janaka Mahagedarawattha

Senior Vice President
Digital Transformation and IT
Infrastructure Support.
Colombo Stock Exchange,
World Trade Center, Colombo 01,
Sri Lanka
Phone: +94 77 733 5232
Email : janaka@cse.lk

Savinda Graohic Systems (PVT) Ltd

Junior Executive - Human Resources

2023 DEC -2024 DEC

- 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

Intern - Human Resources

2023 JAN-2023 OCT

- 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.