

CHATHUMINI WEERASEKARA



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SUMMARY

A motivated Business Management professional with a strong interest in Human Resource Management, possessing excellent communication, teamwork, and coordination skills. Seeking an opportunity to apply my knowledge and gain practical experience in HR functions within a dynamic organization. Committed to contributing to organizational success while continuously developing my professional skills in the HR field.

WORK EXPERIENCE

HR Assistant

Oct 2025 – Present

ECO Spindles Pvt Ltd – Poruwadanda, Horana

- Create and maintain personal files for staff team members.
- Enter new employee details in to the MinthHRM system.
- Apply employee leave requests through the MinthHRM system.
- Prepare daily absent reports for the plants.
- Update incomplete attendance records daily.
- Provide Overtime details, Nopay details & other relate details to payroll.
- Coordinate T&D activities for team members and staff.
- Conduct probation period evaluations and issue confirmation letters.

HR Intern

Oct 2024 – Aug 2025

AIA Insurance Lanka Limited – Colombo

- Drafted and posted job advertisements across recruitment platforms to attract candidates.
- Screened resumes and shortlisted candidates.
- Conducted and coordinated interviews for candidates with regional managers.
- Maintained employee personal files in HRIS system (Workday).
- Coordinated employee medical insurance claims with service providers.
- Managed employee time and attendance records.
- Prepared payroll-related reports using the HRIS.
- Managed employee time and attendance records.

EDUCATION

Bachelor of Business Management in Human Resource

2021 – 2026

University of Kelaniya

- Current GPA: 3.3

Diploma in Business Management.

2022 – 2024

IDM Achievers International Campus

Diploma in Office Application with Web**2021 – 2022**

IDM Achievers International Campus

Taxila Central College Horana**2020**

GCE A/L Examination (Commerce Stream–3A passes)

Royal College Horana**2017**

GCE O/L Examination (7A, 1B, 1C)

EXTRA CURRICULAR ACTIVITIES

- Completed Internship Training Programme at AIA (IMMERSE).
- Coordinated a Training Programme at University of Kelaniya.
- Member of the LEO Club at University of Kelaniya (2021–2022).
- Member of literary Association at Royal College Horana (2017).
- Member of Buddhist Association at Royal College (2017).

VOLUNTEER WORKS

- Sukitha Vocational Training Center – Conducted a Workshop and Supplied Necessary Materials.
- Olaboduwe Osu Pvt Ltd Gonapola – Participated as Exhibiter at UAE.

KEY SKILLS

- Creativity
- Problem-Solving
- Time Management
- Relationship Management
- Team Work

LANGUAGE

- Sinhala
- English

NON – RELATED REFEREECE

- Mrs. Drilishiya Jayawardena
Manager of IDM Campus Panadura
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- Mr. Ray Perera
HR Manager of AIA Sri Lanka
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