



Chathuranga Karunanayaka

Senior Executive – Human Resources

PROFILE SUMMARY

A dedicated Human Resources professional with over 15 years of experience in recruitment, employee relations, payroll administration, performance management, and HR operations across manufacturing, logistics, warehousing, and retail sectors. I am committed to creating efficient HR processes, improving employee engagement, ensuring labour law compliance, and supporting organizational growth through strategic people management.

WORK EXPERIENCE

Senior Executive – Human Resources

Aug 2023 – Present

Future Life Holding (Pvt) Ltd – Kadawatha

- Managing end-to-end recruitment, interview coordination, employee onboarding, and induction processes across the company network.
- Conducting employee performance evaluations while identifying training requirements and coordinating suitable development programmes.
- Preparing and maintaining Job Descriptions and Key Performance Indicators for employees across all departments.
- Coordinating outsourced manpower and casual workforce deployment according to operational and business requirements.
- Managing employee accommodation, welfare activities, uniforms, meals, and conducting regular welfare inspections across company locations.
- Planning and coordinating employee engagement programmes including annual events, meetings, trips, and staff recognition activities.
- Preparing monthly salary forecasts, resolving payroll grievances, and completing salary reconciliation with the finance department.
- Processing final settlements, resignation procedures, annual salary increments, and employee confirmation activities efficiently.

Executive – Human Resources

Mar 2018 – Jul 2023

Logipark International (Pvt) Ltd (Keells Warehouse – John Keells Group)

- Managed complete recruitment processes including interviews, employee onboarding, and retention initiatives for warehouse operations.
- Conducted employee confirmation reviews, performance evaluations, and coordinated staff development activities across departments.
- Supervised outsourced manpower, security personnel, cleaning services, and contractor management for operational efficiency.
- Coordinated employee welfare including transportation, accommodation, meals, uniforms, and workplace health and safety programmes.
- Planned annual employee engagement calendars, budgets, company events, and evaluated programme effectiveness through feedback reports.
- Assisted payroll administration by preparing attendance, leave approvals, and employee incentive payment documentation.
- Supported HR reporting, policy implementation, and daily HR operational activities while maintaining compliance standards.
- Built strong working relationships with department managers to support workforce planning and business objectives.

CONTACT

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PROFESSIONAL QUALIFICATIONS

Executive Diploma in Business Planning & Labour Law

The Chiththa Advanced Psychological Studies Open Institute of Sri Lanka

Foundation Diploma in Law

Eurasian Campus

Diploma in English

Science and Information Technology City Campus

Diploma in Professional Human Resource Management (Reading)

Chartered Institute of Personnel Management (CIPM)

Certificate in Human Resource Management

Chartered Institute of Personnel Management (CIPM)

Certificate in Spoken English

Life English Academy, Nugegoda

Certificate in Communicative English Language Skills

Sabaragamuwa Provincial Council

Certificate in Computing Operations, Internet & E-mail

Ministry of Science and Technology (Vidatha Programme)

Certificate in Professional Cookery

Win-stone School of Culinary Art (Pvt) Ltd, Nugegoda

Yovun Diriya Ranger Training Programme (06 Months)

Batangala Youth Corps Training Centre

ACADEMIC QUALIFICATIONS

G.C.E. Advanced Level

R/Eheliyagoda Central College

G.C.E. Ordinary Level

R/Eheliyagoda Central College

SKILLS

- Talent Acquisition & Recruitment
- Employee Onboarding
- Performance Management
- HR Operations
- Labour Law Compliance
- Payroll Administration
- Compensation & Benefits
- Employee Relations
- Training & Development
- HR Policies & Procedures
- Welfare Management
- Employee Engagement
- KPI & Job Description Development
- Outsource Staff Management
- HR Administration
- HR Reporting & Documentation

PERSONAL DETAILS

- **Full Name:** Wattegedra Gamarallage Chathuranga Karunanayaka
- **Date of Birth:** 17 March 1987
- **Gender:** Male
- **Marital Status:** Unmarried
- **Nationality:** Sri Lankan
- **National ID Number:** 198707704150

REFERENCES

Mr. Buddhika Chathuranga

Head of Logistics

Logipark International (Pvt) Ltd

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Mr. Anuja Nawanjana

Assistant Manager – Procurement

Luxe Supermarket

No. 11, N. A. J. V. Cooray Mawatha,

Sri Jayawardanepura Kotte, Sri Lanka

Mobile: +94 76 040 9321

Email: anuja.nawanjana@gmail.com

Executive – Human Resources & Administration

Jan 2014 – Feb 2018

Ceylon Pencil Company (Pvt) Ltd (Atlas)

- Managed recruitment activities including interviews, employee registration, induction, and training coordination for new recruits.
- Processed employee resignations, final settlements, gratuity payments, and clearance documentation accurately and efficiently.
- Maintained confidential employee records including appointments, confirmations, evaluations, and personnel documentation.
- Coordinated labour relations matters, disciplinary procedures, and employee performance management activities across departments.
- Assisted payroll preparation by maintaining employee records and coordinating salary processing with relevant stakeholders.
- Managed insurance documentation including renewals, payments, and coordination with external service providers.
- Coordinated recruitment advertisements, vendor communications, and administrative documentation for HR requirements.
- Prepared monthly HR reports while supporting employee welfare, training programmes, and workplace health and safety initiatives.

Executive – Human Resources & Administration

Nov 2011 – Dec 2013

A.M.L. Universal Trading Company (Pvt) Ltd

- Managed recruitment and employee selection activities while supporting organizational manpower planning requirements.
- Processed payroll administration including EPF, ETF, PAYE, employee incentives, and expense management accurately.
- Maintained HR administrative records while ensuring proper employee documentation and statutory compliance.
- Coordinated employee motivation initiatives and supported staff development programmes across the organization.
- Assisted management with HR planning, employee relations, and daily human resource administration functions.

Accounts & HR Assistant

Jun 2009 – Nov 2011

Madhawe Printers (Pvt) Ltd

- Assisted payroll preparation while maintaining accurate attendance records and employee documentation.
- Coordinated customer and supplier communications while supporting day-to-day administrative operations.
- Maintained invoices, GRN records, VAT documentation, and other financial records with accuracy.
- Assisted HR administration by maintaining employee personal files and attendance records.
- Supported employee welfare activities while ensuring compliance with organizational administrative procedures.