



DEEPANI THANUJA SEWWANDI

ABOUT ME

Motivated and driven individual with a strong academic foundation in Human Resource Management, seeking an opportunity to gain practical experience. I bring strong communication skills, a proactive mindset, and attention to detail, along with a dedication to learning and adaptability ready to contribute meaningfully to any team."

EDUCATION

- **BBA Hons in Human Resource Management**
(Faculty of Management - University of Peradeniya) (2020-2024)
- **GCE Advanced Level Examination (2018)**
(Commerce - 2A, 1B, English - C)
Am/Namalthalawa M.V
- **GCE Ordinary Level Examination (2015)**
Am/ Namalthalawa M.V

EXPERTISE

Recruitment

Employee Onboarding & Offboarding

HR Information System (HRIS)

Event Management

Microsoft Office

SKILLS

Management Skills

Creativity

Communication

Teamwork

Critical Thinking

+94 78 64 82 005

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Current Address
Boralesgamuwa, Colombo

Permanent Address
5B/38, Namalthalawa, Ampara

EXPERIENCE

Executive - Human Resources (2025 August- 2026 May) (Associated Motorways (Pvt) Ltd) (Contract)

- Assisted in end-to-end recruitment and selection processes to meet organizational manpower requirements.
- Designed and published job advertisements on job portals such as Top Jobs and Ikman.lk.
- Screened and shortlisted CVs.
- Coordinated and conducted initial interviews, supporting hiring managers throughout the recruitment process.
- Assisted in the employee onboarding process, including documentation.
- Managed attendance records of contract employees and ensure accuracy for payroll processing.
- Coordinated with outsource company to support timely and accurate salary processing.
- Handled contract employee payments using the SAP system, ensuring data accuracy and compliance.
- Maintained accurate and up-to-date employee personal files.

Junior HR Executive (2024 October - 2025 May) (Pintanna Holdings (Pvt) Ltd)

- Managed the recruitment and onboarding, including screening CV's and Scheduling Interviews.
- Maintained and updated the HRIS system to ensure accurate employee records and data management.
- Issued and distributed Staff ID cards and Visiting cards.
- Conducted end-to-end off-boarding processes, Scheduled exit interviews, clearance formalities, and final settlements.
- Collected resigned employees' belongings and facilitated the issuance of exit documents such as service letters, ETF Claim Forms, and B cards.
- Maintained and organized employees' personal files.

LANGUAGE

- Sinhala
- English

REFERENCE

Ms. Sumudu Gomes
Manager - TA
HR Department
Associated Motorways (Pvt) Ltd

Phone: 070 127 6616
Email: hsumudugomes@gmail.com

Ms. Samadhi Nissanka
senior Executive - HR & Administration
HR Department
Pintanna Holdings (Pvt) Ltd

Phone: 076 377 2314
Email: samadhinissanka1@gmail.com

● Intern - Human Resources (06 Months) (Richard Pieris Finance (Pvt) Ltd)

- Interview coordination.
- Offer process management.
- Attended to onboarding process.
- Updated employee data base.
- Drafted necessary documents.
- Personal Documentation.