



APSARA WEERASEKARA

CONTACT

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Madala, Ellagawa (Via Rathnapura-Panadura Rd)

d.a.weerasekara@gmail.com

PERSONAL DETAILS

- **Full Name:** DILINI APSARA WEERASEKARA
- **Gender:** Female
- **Civil Status:** Unmarried
- **Nationality:** Sri Lankan

LANGUAGES

Sinhala ●●●●●

English ●●●●

PROFILE

Results-driven HR & Administration Executive with over 15 years of experience in human resources, administration, and payroll management. Demonstrated expertise in HRIS systems, employee relations, attendance and leave management, and EPF/ETF reconciliation. Proven ability to maintain confidentiality, streamline HR processes, and support organizational goals through efficient administrative and HR practices. Adept at coordinating events, managing workplace operations, and ensuring compliance with company policies and labor regulations.

PROFESSIONAL EXPERIENCE

• Human Resources & Administration Executive hSenid Software International (Pvt) Ltd, Sri Lanka 2019 – Present

- Maintain employee confidentiality while ensuring compliance with HR policies and procedures
- Manage and update employee records in HRIS (hSenid system)
- Administer attendance systems, including fingerprint registration and monitoring
- Oversee staff attendance, leave records, and personal files
- Handle EPF/ETF processes, including ABH forms and reconciliation
- Issue employee ID cards and manage onboarding documentation
- Coordinate company events and support CSR initiatives
- Manage petty cash and administrative documentation
- Oversee building maintenance and office supplies management

• HR Assistant Macksons Holdings – Multilac Paint Panadura, Sri Lanka 2012 – 2017

- Managed HRIS (Seams) and maintained accurate employee data
- Prepared daily attendance reports, including overtime, no-pay, and late hours
- Maintained leave records and supported payroll processing
- Handled EPF/ETF contributions, reconciliation, and ABH forms
- Prepared HR-related correspondence and maintained employee files
- Coordinated employee welfare activities
- Managed company assets including IT equipment and mobile devices

KEY SKILLS

- Human Resources Management
- HRIS Systems
(hSenid Cloud, Seams)
- Payroll Processing
- Employee Relations
- Attendance Management
- EPF/ETF Reconciliation
- HR Documentation
- Administrative Operations
- Event Coordination
- Data Management
- Record Keeping

REFERENCES

Mr. Kosala Kumarasinghe
Senior HR & Training Consultant
End2end Solutions (Pvt) Ltd
Email: Kosala@end2end.com
Phone: +94 711332266

Ms. Anjanee Samaranayake
Attorney-at-Law (Supreme Court)
Certified HR Auditor | Lecturer (CIPM, SLIM)
Phone: +94 777678158

- **HR & Administration Assistant**
Nawaloka Hospitals PLC
Colombo, Sri Lanka
2007 – 2012

Supported HR and administrative functions including attendance tracking and payroll assistance
Maintained employee records and HR documentation
Assisted in EPF/ETF processing and compliance
Coordinated HR-related communications and administrative processes
- **Trainee – HR Assistant / Accounts Assistant**
TriStar Apparels
Rathmalana, Sri Lanka
1997 – 2002

Assisted in HR and accounts-related operations
Maintained payroll and attendance records
Supported employee inquiries and liaised with benefit providers
Assisted in purchasing and maintained company records

PROFESSIONAL QUALIFICATIONS

- **Diploma in Business Management**
IMBS Green Campus (2024)
GPA: 3.39 / 4.00
- **Advanced Certificate in Human Resource Management (ACHRM) – NIBM**
Merit Pass

EDUCATION & TRAINING

- **Diploma in MS Office Package**
Vidyarathna University, Horana
- **Basic Computer Course**
Open University, Nawala
- **Payroll Process Workshop**
Institute of Professional Training & Development
- **G.C.E. Advanced Level Examination**
Passed
- **G.C.E. Ordinary Level Examination**
Passed

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.