



SAWANJI SENEVIRATHNA

PROFILE

I am a Human Resources graduate seeking opportunities to apply my academic knowledge and practical skills in a professional HR environment. I am eager to contribute my enthusiasm, adaptability, and strong communication skills while gaining valuable experience and supporting organizational success. I am committed to continuous learning and professional growth within the HR field.

PERSONAL PROFILE

- **Address**
18/A/3/ Warakapola road, Kandalama, Mirigama.
- **Phone**
+9477-7184276
- **E-mail**
sawanjisenevirathn88@gmail.com
- **Date of birth**
04 December 2000
- **Full Name**
Maththegama Ralalage Dilma Sawanji Senevirathna
- **Gender**
Female
- **NIC Number**
200083903414
- **Citizenship**
Sri Lankan

LANGUAGES

- **Sinhala**
Native language
- **English**
Intermediate (speaking, reading, writing)

WORK EXPERIENCE

HR Assistant

NDurance Private Limited (YETI) | Sep 2025 – Present

- Handling the employee attendance and payroll system.
- Assisted with training and development programs, Company events and employee engagement activities.
- Registration of new employees in the Rooster system.
- Prepared employee's personal files.
- Assisted in the hiring process of employees through CV screening and interview scheduling.
- prepared the company employee ID.
- Updated petty cash sheet.
- Filling out employee's EPF form.

SF-Data Coordinator

Lion Brewery Ceylon PLC | Aug 2024 – Feb 2025

- Registration of new employees in the Success Factors system.
- maintaining accurate records in SF Systems
- Updating the organizational structure, including departments, positions, and job codes in SF System.
- Prepared employee's personal files
- Assisted with Company events and training and development programs.

HR Intern

S.A. Silva & Sons Lanka (PVT) Ltd | Dec 2023 – July 2024

- Checking the leave system and uploaded to the leave request card.
- prepared the company employee ID.
- Checking the employee attendance correction form and uploaded it to the timecard.
- Uploaded to the contract labor supply.
- Assisted in the hiring process of contract employees through CV screening and interview scheduling.
- Handling the payroll system.
- Assisted with training and development programs, Company events and employee engagement activities.
- Registration of new employees in the IFS Cloud system.
- Prepared employee's Personal files.

SKILLS &

- Team work
- Organizational skills
- Time Management skills
- Creativity
- Leadership and communication skills
- Willingness to learn new concepts and ideas
- Ability to work under pressure and long hours
- Valued team player

INTERESTS

- Getting lost in a good book or TV series
- Always listen to music

REFEREES

- Miss Bhagya silva

Lecturer

National Institute Of Business Management

E-mail: bhagya@nibm.lk

Mobile- (+94)773669915

- Mrs. Dimani Jayatissa

Lecturer

National Institute Of Business Management

E-mail: dimani@nibm.lk

Mobile- (+94)715105133

EDUCATIONS

- **National Institute of Business Management - (NIBM)**

Faculty of Management | 2022 – 2025 (Second Upper Class)

B.A. (Hons) – Human Resource Management

Has Completed Certificate course in Human Resource Management. (2021)

- **Institute of Management and Business Studies Green Campus- (IMBS)**

Has Completed Diploma in Psychology and Counselling

- **ESOFT Metro Campus (2022)**

Has Completed the Diploma in Information Technology (DITEC) Has Completed the Diploma in English (D I E)

- **Seagate Computer Institute (2019)**

Has Completed Certificate Course in MS Office

- **SRI NUWAN Computers & Electronics Institute**

Has Completed Certificate Course in International Information Technology

- **President's College - Veyangoda**

Advanced Level -Art Stream 1A 2C | - 2019

EXTRA CURRICULAR ACTIVITIES

- Member of HR Club in NIBM
- Member of Art society in President's College Veyangoda
- Prefect (2010)

AWARDS AND HONOURS

- Higher National Diploma in HRM
Distinction pass - (2023)
- Advanced National Diploma in HRM
Distinction pass - (2022)
- Certificate Course in HRM
Distinction pass - (2022)
- Sinhala Language and Mathematics skill Competition - All Zones
1st place - 2010
2nd place - 2009

DECLARATION

- I hereby declare that all the particulars and details mentioned above are true and correct to the best of my knowledge.

- Sawanji senevirathna