



TIKIRI PUNCHI RALALAGE DUMINDA LAKSHAN RANJITH

PROFILE

I am an energetic and ambitious person who has responsible approach to any task or situation that I am presented with. Also I am excellent in work with others on time under any pressure.

WORK EXPERIENCE

- **Jay Jay Mills (pvt) Ltd (JJM)** has one year experience in Production office Department as a Production Recorder in 2019.
 - Data Enter (NOW System)
 - Production Output Record
- **Jay Jay Mills (Pvt) Ltd (JJM)** has **Five years of experience in the Executive Human Resources department.** (2020-2025)
 - Managing end –to-end recruitment and selection process.
 - Independently managed end-to-end payroll processing for over 2500 employees, ensuring accurate salary calculations, statutory deductions, and timely salary payments (Including EPF,ETF).
 - Skilled in maintaining factory facilities in accordance with international compliance standards such as WRAP, C-TPAT, SMETA, GMP, and the Higgi index .
 - Experienced in key Functions including employee relations, recruitment, and workforce coordination, with a proven ability to ensure smooth business operations and support compliance audits.
 - Strong experience in managing BOI zone operations.
 - Transport payment processing GPS system handling.
 - Demonstrated success in fostering a safe, efficient, and employee focused workplace environment.
 - Overall administrative management, including security, housekeeping, cafeteria, and welfare activities.
 - Managing training and development activities.
 - Handled social media campaign and activities.

PERSONAL INFORMATION

 No. 326/1/2, Gallen Temple Road,Kandangoda,Kuruwita.

 17.08.1999

 071-6928704 (Mobile)

 dumi.lakshan1999@gmail.com

 992302895V

 Status: Single

Personality

- Leadership
- Team Player
- Friendly
- Organized
- Dedicated
- Honest
- Creative

- **Nikado (pvt) Ltd has One year of experience in the Human Resources department.**

(Senior HR Executive-2025-2026)

- Managing end –to-end recruitment and selection process
- Handling employee onboarding and induction programs
- Maintaining employee attendance, leave and personal records
- Payroll, EPF,ETF Processes and Administration
- Managing employee relations and resolving workplace issues
- Implementing HR Policies and procedures
- Handling disciplinary actions and grievance management
- Coordinating training and development activities
- Ensuring overall HR administration and compliance
- Handled social media campaign and activities.

IT Proficiency

- Microsoft word
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Excel

Interests

- Gardening
- Watching Movies
- Reading Books
- Hiking

EDUCATION

- **Completed the Diploma in Human Resource Management CIPM**
- **Complete the Certificate course in MS Office at Nenasala Information Communication Technology Center Rathnapura. (6 Month)**
- **Following an English Language Course at UCG**
- **School Attended**
R/Kuruwita Central College, Kuruwita.
- **G.C.E. Advance Level – Art Stream (August 2018)**
Index No - 2330172
One “S” pass received for Media.

Non Related Referees

- Mr. Damith Kumara
Kaluthara Dakuna,
Kaluthara.
(HR Manager-Jay Jay
Mills Lanka (Pvt) Ltd)
071-4222099
- Mr. Mohomad Rikaz
271/1,Avissawella
(HR Executive-Jay Jay
Mills Lanka (Pvt) Ltd)
070-2244044

- G.C.E Ordinary Level Examination. (2015)
Index No - 52420442
**Three “C” passes received for Buddhism, History,
Citizenship Education and Governance, Three “S” passes
for Sinhala, Drama & Science.**

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for Sinhala, Drama & Science.**



EXTRA CURRICULAR ACTIVITIES

- Was a member of school Music Band.
- Was a member of school Drama Team.



CERTIFICATES

- Complete the Diploma in Human Resources Management
CIPM
- Successfully completed information technology (MS.Office)
course at Nenasala Information Communication Technology
Center - Rathnapura

**I do hereby certify that the above details are true and accurate
to the best of my knowledge.**

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T. P. R. D. Lakshan
(Signature)

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Date