

GIMHANI SANKALPANA

Aspiring Human Resources Professional

☎ 076-9160145 | ✉ gimhanisankalpana2003@gmail.com | 📍 Poruwadanda, Horana

August 14, 2026

Hiring Manager / HR Department

Ceylon Beverage Can (Pvt) Ltd
Lot 53, Horana Export Processing Zone,
Boralugoda, Poruwadanda, Horana.

APPLICATION FOR THE POSITION OF HUMAN RESOURCES EXECUTIVE

Dear Sir / Madam,

I am writing to express my strong interest in the **Human Resources Executive** position at Ceylon Beverage Can (Pvt) Ltd, as advertised on TopJobs.lk. As an energetic HR candidate residing locally in Poruwadanda, Horana, with hands-on experience in HR operations and professional CIPM qualifications, I am eager to contribute effectively to your esteemed organization.

Having completed over six months of hands-on HR internship experience at David Pieris Leisure (Pvt) Ltd under the David Pieris Group, I have gained substantial practical exposure across key HR functions. My core operational experience aligns directly with your requirements:

- **Recruitment & Coordination:** Assisted in end-to-end recruitment processes, including CV screening, candidate shortlisting, and coordinating interviews seamlessly.
- **HR Operations & Administration:** Handled employee personal files, maintained accurate employee databases, updated ERP systems, and prepared/verified salary-related documentation for payroll.
- **Employee Relations & Engagement:** Coordinated employee engagement initiatives (such as Pearl of the Month) and proactively addressed employee queries in coordination with management.
- **HR Qualifications:** Successfully completed the Diploma in Professional Human Resources Management (DPHRM) and ACHRM at CIPM Sri Lanka, establishing a solid theoretical foundation alongside practical application.

Being based right in Poruwadanda, Horana, I offer immediate availability and complete flexibility to work extended hours as required to meet crucial deadlines. I am highly proficient in MS Office applications, ERP record maintenance, and written/spoken English communication.

I am passionate about building a long-term career in Human Resources and would welcome the opportunity to discuss how my skill set, local proximity, and enthusiasm can support Ceylon Beverage Can (Pvt) Ltd. Thank you for your time and consideration.

Yours sincerely,

Gimhani Sankalpana