



HIRUNI KAVINDI

GRADUATE | UNIVERSITY OF RUHUNA

CONTACT

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📍 "Nilwala", Idangoda, Kiriella

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SKILLS

- Proficient in Microsoft Office Suite
- Email handling & internet applications
- HR Documentation & Administrative Support
- Recruitment & Candidate Communication
- Meeting Deadlines
- Team collaboration & coordination
- Team Leadership
- Quick Learning and Adaptability
- Coordination and Follow-up

PROFILE

Motivated and adaptable BBA (Honours) graduate specializing in Human Resource Management from the University of Ruhuna, with a Second Class Lower Division. Possess a strong understanding of human resource management principles and practices, with good communication, interpersonal, and organizational skills. A quick learner who can adapt to new environments and work effectively with diverse teams. Passionate about developing a career in Human Resource Management and eager to apply my knowledge dge, develop new skills, and contribute effectively to a dynamic organization.

WORK EXPERIENCE

Sanit Inventions (Pvt) Ltd

June 2026 - Present

Human Resource Trainee

- Supported end-to-end recruitment process including job postings, interview scheduling, and candidate communication
- Maintained employee personal files, updated HRIS records, and ensured confidentiality of employee information.
- Assisted payroll processing by accurately updating attendance, leave, overtime, and related employee data.
- Supported employee engagement activities, welfare programs, events, and workplace celebrations.
- Assisted with employee relations matters and the preparation of HR letters, reports, and statutory documents.
- Ensured compliance with HR policies and procedures.

Employees' Trust Fund Board

October 2025 - April 2026

Human Resource Intern

- Assisted with daily HR operations, including employee records, attendance, leave management, and HR documentation.
- Supported recruitment, payroll-related activities, employee communications, and other administrative HR functions.

LANGUAGES

- Sinhala - Fluent
- English - Intermediate

REFERENCES

Dr. M. T. Thedushika De Silva

Senior Lecturer, Department of
HRM, University of Ruhuna

Phone: +94 77 8719 080

Email : thedushika@mgt.ruh.ac.lk

Mr. Sunil Rathnayake

Administrative Officer
Employee's Trust Fund Board
Narahenpita, Colombo 05

Phone: +94 71 6062 349

EDUCATION

University of Ruhuna [2022 - 2026]

- BBA Honours in Human Resource Management

Institute of Chartered Accounts of Sri Lanka [2021 - Present]

- Following the Business Level

G.C.E. Advanced Level Examination [2020]

- Accounting - A Business Studies - B Economics - B

G.C.E. Ordinary Level

- 8 A's [2017]

EXTRA CURRICULAR ACTIVITIES

University of Ruhuna [2022 - 2026]

- Organized "Athwela Phase 05" event and led a fundraising activity as a team leader
- Coordinated multiple university projects and programs, demonstrating leadership and planning skills.
- Badminton Team Member Represented the University of Ruhuna in badminton tournaments. Contributed actively in both practice and competitive matches.
- Aesthetic Performance - Traditional dancer in university events, including talent shows, cultural programs, and faculty-level functions

Zero Plastics Community [Volunteer Work] [2023 - 2026]

- Participated in volunteer activities with the Zero Plastics Organization, dedicated to reducing plastic waste and promoting sustainable practices. Engaged in community clean-up events, educational outreach programs, and advocacy campaigns to raise awareness about the environmental impact of plastic pollution.

HRD Circle University of Ruhuna [2024 - 2026]

- Member of the HRD Circle at the University of Ruhuna

English Club University of Ruhuna [2024 - 2026]

- Member of the English Club at the University of Ruhuna

I do hereby certify that the facts mentioned above are true and correct to the best of my Knowledge.

Date: 23th September 2026

Signature: Hiruni