



IMASHA GIMHANI

HR & ADMIN PROFESSIONAL

PROFILE SUMMARY

Experienced HR and Admin professional skilled in managing employee relations, payroll, recruitment, and office operations. Adept at implementing policies, maintaining accurate records, and improving administrative processes. Highly organized, detail-oriented, and capable of handling multiple tasks in fast-paced environments. Committed to supporting management in achieving organizational goals while fostering positive employee engagement and compliance.

WORK EXPERIENCE

HR Executive [Jan 2026 - To Date]

HR Assistant [Apr 2021 - Dec 2025]

Macson Mesh Industries (Pvt) Ltd. | Horana, Sri Lanka

- Prepared monthly salaries accurately for all company employees .
- Managed production incentives calculations and ensured timely disbursement.
- Operated HR management system to maintain employee records.
- Handled petty cash and reconciled payments monthly without errors.
- Assisted in recruitment process and coordinated interview schedules.
- Maintained employee attendance and leave records accurately every month.
- Drafted HR reports and submitted to management regularly on-time.

Office Assistance [Sep2018 - Mar 2020]

SEI Campus | Nugegoda, Sri Lanka

- Managed office documentation using Google Docs and Excel efficiently.
- Handled petty cash and expense reports accurately every month.
- Coordinated schedules and appointments for staff and management.
- Assisted in preparation of reports for administrative review promptly.
- Supported communication between departments to improve workflow .

Trainee [Mar2018 - Sep 2018]

The National Water Supply and Drainage Board | Angulana, Sri Lanka

- Assisted staff in daily office tasks and administrative duties.
- Learned HR and management systems for practical application effectively.
- Recorded and maintained accurate data for official reporting purposes.
- Supported team members in completing assigned tasks efficiently daily.
- Observed organizational processes to understand workflow and documentation.

EDUCATION

Bachelor of Business Management (General) (Reading)

University of Kelaniya | Dalugama, Sri Lanka

Higher Diploma in Business 2023 - 2025

University of Kelaniya | Kelaniya, Sri Lanka

General Certificate of Education Advanced Level Exam 2016

C.W.W. Kannangara Central College | Mathugama, Sri Lanka

PROFESSIONAL QUALIFICATIONS

Diploma in Counseling (Following)

University of Kelaniya | Kelaniya, Sri Lanka

Advanced Certificate in Humana Resources Management

Chartered Institute of Personnel Management (CIPM) | Colombo, Sri Lanka

Executive Certificate in Employment Law

Chartered Institute of Personnel Management (CIPM) | Colombo, Sri Lanka

Information Communication Technology [NVQ level 3] [NVQ level 5]

Vocational Training Authority | Colombo, Sri Lanka

CONTACT

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imashagimhani22@gmail.com

Horana, Sri Lanka

PERSONAL INFO

- Date of Birth - 25-02-1997
- Nationality - Sri Lankan
- NIC No - 975560317V
- Marital Status - Unmarried

EXPERTISE

- Human Resource Management
- Payroll & Compensation
- Employee Relations Management
- Office Administration Operations
- Recruitment And Selection
- Documentation & Recordkeeping
- Training And Development

SOFT SKILLS

- Team Collaboration Ability
- Critical Thinking Aptitude
- Effective Communication Skills
- Customer Service Excellence
- Creative Problem Solving

LANGUAGE SKILLS

- Sinhala - Native
- English - Fluent

REFERENCES

Dr. (Eng.) Sanath Divakara

General Secretary

ISMM | Colombo 07

077-3718002 | sanathdivakara@gmail.com

Nadeera Disanayaka

Former HR Executive

Macson Mesh Industries (Pvt) Ltd

076-6961255