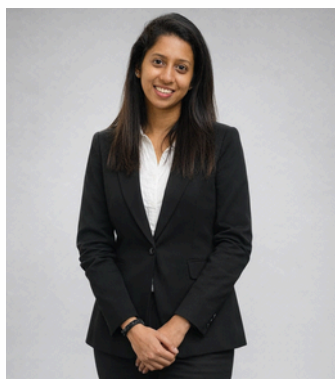




ISHARI WIJESINGHE



078 3613110

077 2196301



udayangaishari2000@gmail.com



No.18/2 , Rajamaha Vihara Road, Nawinna



<https://www.linkedin.com/in/ishari-wijesinghe-46811b237>

PROFILE

Results-driven Business Management graduate with a BSc (Hons) in Business Management and practical experience in Human Resource Management. Skilled in recruitment support, HR administration, employee documentation, attendance and leave management, payroll-related processes, HRIS maintenance, medical insurance claims administration, and employee record management. Experienced in coordinating training programs, preparing HR reports, and ensuring compliance with organizational policies. A detail-oriented and adaptable professional with excellent communication, organizational, and analytical abilities, seeking to contribute to organizational success while continuing to develop a career in Human Resources.growth. I am eager to learn, grow, and contribute to organizational success.

WORK EXPERIENCE

Richard Pieris & Company PLC

19/03/2026 - At Present

HR- Assistant

- Managed end-to-end employee documentation processes, including service letters, contract extensions, and employment confirmations, ensuring accuracy and compliance with company policies.
- Prepared and verified salary input data to support timely and error-free payroll processing
- Administered B-card processing and maintained updated employee records with a high level of accuracy
- Drafted and issued official HR documents such as appointment letters, ID cards, and designation change letters in a timely and professional manner
- Maintained and regularly updated employee information in the HRIS, ensuring data integrity and confidentiality
- Organized and maintained comprehensive employee personal files, supporting audit readiness and efficient record retrieval
- Assisted in the employee onboarding and induction process, contributing to a smooth and positive new hire experience
- Supported daily HR operations by ensuring efficient document handling and coordination across HR functions.
- Managed employee insurance claim processes, including claim documentation, verification, submission, follow-up, and coordination with insurance providers to ensure timely claim settlements.

**Sanken Constructions
(Pvt) Ltd.**

04.August 2025 - 7. January
2026
(06 months)

Intern - HR

- Managed employee attendance and leave administration using San Mayoon systems.
- Prepared daily attendance reports, timesheets, punch sheets, OT reports, and leave reports for salary processing.
- Handled unauthorized absences, issued warning letters, no-pay letters, and termination letters when required.
- Monitored maternity leave, no-pay leave.
- Managed employee transfers and secondments, updated master lists and transfer databases.
- Prepared secondment letters and maintained accurate personal employee files.
- Administered the Company Family Medical Benefit Scheme, including:
 - Calculating and processing medical claims
 - Updating medical master files
 - Coordinating payments with relevant officials.
- Maintained and updated the Mobitel Employee Data Management System, including recruitment entries and employee record updates.
- Coordinated Training & Development activities, including:
 - Obtaining approvals
 - Organizing training programs
 - Maintaining training database
 - Updating training calendar
 - Conducting training evaluations
- Prepared HR reports and dashboards for management.
- Assisted in tender documentation by preparing employee CVs.
- Coordinated employee induction programs and managed HR administrative activities.

**Star Garment Pvt. Ltd
– Baddegama**

16.Nov 2022 - 15.Nov 2023
(13 months)

Intern - HR

- Assisted in maintaining employee records using the HRIS system
- Supported the recruitment process
- Supported the HR team in preparing monthly HR reports (headcount, turnover, attendance)
- Managed and updated employee leave records
- Assisted in drafting letters and emails for internal HR communication.
- Initiated and launched an FM radio channel for machine operators to improve workplace engagement and morale.
- Collaborated with cross-functional teams to support

ACADEMIC QUALIFICATIONS

- BSc (Hons) in Business Management degree in Sabaragamuwa University of Sri Lanka – Second Class (Lower Division).

PROFESSIONAL QUALIFICATIONS

- Reading for business level 1 of the Institute of Chartered Accountants of Sri Lanka.
- Completed Advanced Certificate in HRM of the Chartered Institute of Personnel Management Sri Lanka in 2022 September.
- Completed Computer Application (NVQ Level 3) of the Vocational Training Authority of Sri Lanka in 2020 July.

EXTRA - CURRICULAR ACTIVITIES

- Member & Fellowship Director – Leo Club of Southern Metro
- Member of Leo Club of Sabaragamuwa University of Sri Lanka
- Served as Seylan Bank School Banking Agent (2017–2019)
- Senior Prefect – School Prefect Board (2014-2016)
- An active organizing committee member of the School Commerce Society in 2020

SKILLS

- | | | | |
|---------------------|-------------------|----------------------|-------------|
| • Teamwork | • Problem Solving | • Time Management | • MS Office |
| • Creative Thinking | • Canva | • Leadership Project | |

REFERENCES

Ms. P.R.C.N. Ariyaratne
Senior Lecturer
Faculty of Management Studies,
Sabaragamuwa University of Sri Lanka
070 253 5023
chathuri@mgt.sab.ac.lk

Ms. Samalka Fernando
Assistant Manager
HR Department
Sanken Construction Pvt Ltd
071 266 0373
samalkaf@sanken.lk