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🏠 Horana, Sri Lanka

• HR EXPERTISE

HR Operations

Recruitment & Talent Acquisition

Employee Relations

Onboarding & Documentation

Payroll Coordination

Training & Development

Employee Engagement

Workforce Coordination

HRIS & HR Dashboards

University / Institute Relations

Policy & Process Support

HR Administration

• KEY STRENGTHS

Attention to Detail

Communication

Coordination

Confidentiality

Problem-Solving

Adaptability

• LANGUAGES

English

Full Professional Proficiency

Sinhala

Native / Bilingual Proficiency

• REFERENCES

Sasi Vithanage

Human Resources Manager

Bondville (Pvt) Ltd

+94 77 507 3950

sasi@bondville.lk

Vinod Jayaweera

General Manager

Forte Machinery

+94 77 165 5869

jayaweera.vinod@gmail.com

Kalana Harishchandra

Senior Executive – Human Resources

Human Resources professional with progressive experience across HR operations, recruitment, employee relations, payroll support, training and development, HR documentation, workforce coordination and employee engagement. Experienced in both corporate and hospitality environments, with practical exposure to HR administration, employee support, talent acquisition initiatives and HR projects. Brings a people-focused, organized and adaptable approach to supporting business and workforce needs.

■ WORK EXPERIENCE

• Human Resources & Administration Executive

Park Street Warehouse Restaurant & Bar

04/2026 – 08/2026

Colombo, Sri Lanka

- Managed day-to-day HR and administrative operations, supporting smooth workforce coordination across the restaurant and bar operation.
- Coordinated recruitment and staffing requirements, supporting the sourcing, screening and onboarding of employees.
- Maintained employee documentation and personnel records while ensuring confidentiality and accuracy.
- Supported onboarding, attendance administration and routine HR documentation.
- Handled employee concerns and supported timely resolution of workplace issues through effective communication.
- Supported payroll-related HR administration and maintained accurate employee information for salary processing.

• HR & Administration Executive

CELESTE

10/2025 – 04/2026

Sri Lanka

- Managed HR functions including recruitment, onboarding, documentation and employee engagement.
- Supported HR planning, policy implementation and workforce coordination.
- Handled day-to-day HR operations to maintain smooth internal processes across departments.

• HR Executive

Forte Machinery Pvt Ltd

07/2024 – 10/2025

Sri Lanka

- Managed payroll processing, supporting accurate and timely salary disbursements and regulatory compliance.
- Maintained and updated confidential employee personnel files and HR records.
- Coordinated employee and visitor transportation logistics, including daily commutes and business travel.
- Coordinated training and development programmes and planned employee engagement activities to strengthen morale.
- Addressed and resolved employee grievances promptly, supporting a positive workplace environment.

• HR Trainee

Bondville Pvt Ltd

12/2023 – 07/2024

Sri Lanka

- Managed recruitment activities for staff and above, aligned with organizational talent needs.
- Led a project to strengthen relationships with universities and vocational training institutes for talent acquisition.
- Developed an HR dashboard connecting different levels of the company hierarchy to improve communication and decision-making.
- Organized and executed the “Premaniya Suyamaya – Karaoke Night” employee engagement programme.

- **HR Trainee**

PGP Glass Ceylon PLC

04/2023 – 12/2023

Sri Lanka

- Conducted 30+ training sessions for wage-board and shop-and-office cadre employees.
- Organized and executed 10+ employee-relations projects and 5+ industry-relations projects.
- Supported payroll activities, trainee payments and preparation of service letters.
- Maintained personnel files, tracked daily manpower data and updated HRIS records for 50+ new recruits.

■ KEY ACHIEVEMENTS

- Delivered 30+ employee training sessions for wage-board and shop-and-office cadre staff at PGP Glass Ceylon PLC.
- Organized and supported 10+ employee-relations projects and 5+ industry-relations projects.
- Updated HRIS records for 50+ new recruits while supporting manpower tracking and recruitment.
- Built an HR dashboard and a university/institute relationship project to strengthen communication and future talent acquisition.

■ EDUCATION & QUALIFICATIONS

- **B.Sc. in Business Administration (Special) Hons.**

University of Sri Jayewardenepura

2019 – 2023

- **Advanced Certificate in HRM (ACHRM)**

Chartered Institute of Personnel Management Sri Lanka (CIPM)

2023