



# KAVEESHA ERANGI WELIKANNA

(HUMAN RESOURCES)

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## SUMMARY

An enthusiastic and motivated undergraduate student with a strong interest in Human Resource Management and people development. Strong interest has been developed in understanding how effective HR practices contribute to organizational success. Academic knowledge is expected to be applied in a practical working environment while supporting HR functions such as employee relations, recruitment, and administrative processes. Hands-on experience is sought in order to build a strong foundation for a future career in Human Resources.

## WORK EXPERIENCE

### Ceylon Biscuit Limited - Pannipitiya

**June 2026 - Present**

#### *Intern - Human Resources*

- Coordinated employee training activities, including training approvals, nominations, registrations, and training documentation, while maintaining accurate training databases and attendance records.
- Assisted with training vendor registration, reimbursement documentation, and the organization of learning initiatives
- Managed employee clearance processes, including resignation clearances, gratuity calculations, leave encashment payments, resignation acceptance letters, and service letters.
- Maintained and updated employee information by onboarding new employees into the hSenid HRIS system, ensuring accurate and timely data entry.
- Maintained accurate employee records, personal files, and HR documentation using the hSenid HRIS and physical filing systems while ensuring compliance with organizational policies and confidentiality.

### V S Information Systems (Pvt) Ltd)

**6 Months**

#### *Intern - Human Resources*

- Support onboarding activities and maintain employee records, personal files, and HR related documentation with accuracy and confidentiality.
- Screen candidate profiles, schedule interviews, and coordinate communication to support efficient recruitment processes.
- Process medical claims and update the employee health cover database, ensuring records remain current and properly documented.
- Communicate HR updates and routine employee notices through email and internal correspondence channels.
- Prepare official letters and provide administrative support for day to day HR operations.

## EDUCATION

### Reading Bsc. Honours in Management (Public)

**Feb 2023 - Sep 2026**

- University of Sri Jayewardenepura  
*Faculty of Management Studies and Commerce*

### G.C.E Advanced Level Examination - Commerce Stream

**2021/22**

- Anula Vidyalaya Nugegoda - (3A Passes)

### G.C.E. Ordinary Level Examination

**2018**

- Anula Vidyalaya Nugegoda - (6 A passes, 2 B passes, 1 C pass)

PROFESSIONAL QUALIFICATIONS

|                                                                                                              |         |
|--------------------------------------------------------------------------------------------------------------|---------|
| Diploma in Professional Human Resource Management                                                            | Present |
| <ul style="list-style-type: none"><li>Chartered Institute of Personnel Management Sri Lanka (CIPM)</li></ul> |         |
| Diploma in English Language and Literature                                                                   | 2025    |
| <ul style="list-style-type: none"><li>Aquinas College of Higher Studies</li></ul>                            |         |
| Diploma in English                                                                                           | 2025    |
| <ul style="list-style-type: none"><li>ESOFT Metro Campus</li></ul>                                           |         |
| Diploma in Information Technology                                                                            | 2024    |
| <ul style="list-style-type: none"><li>ESOFT Metro Campus</li></ul>                                           |         |

ACHIEVEMENTS & EXTRA- CURRICULAR ACTIVITIES

- Prize winner at the Annual Prize Giving of Anula Vidyalaya, Nugegoda (2021/2022).
- Member of the Commerce Society of Anula Vidyalaya (2021/2022).
- Maintained a strong academic record in the Commerce stream with excellent Advanced Level results.

SKILLS

- Communication Skills
- Teamwork and Collaboration
- Time Management
- Problem-solving
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)

LANGUAGES

- Sinhala - Fluent
- English - Fluent

NON RELATED REFEREES

|                                                                                                                                                                       |                                                                                                                               |
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| Ms. Amesha De Silva<br>Senior Executive-Human Resources<br>V S Information Systems (Pvt) Ltd<br>No.07, Suleiman Terrace Road, Colombo 05<br>Sri Lanka<br>076 373 3750 | Mr. Yasanga Gamage<br>Senior Marketing Executive<br>Lihini Seafoods St.Jude Mawatha, Katuneriya,<br>Sri Lanka.<br>077 6388742 |
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