

LAKMINI KARUNARATHNA

HR Executive



Experiences

HR Executive

Jayaratne Group of Companies (Pvt) Ltd

2024/05 to Current

Responsibilities

HR Administration

- **Talent Acquisition:**
 - Handling the recruitment process
 - Including job posting, candidate screening, interviewing, and final selection to ensure a high-quality hiring.
- **Statutory Compliance (EPF & ETF):**
 - Handling all EPF/ETF administrative matters
 - Including member registrations, contribution remittances and processing refund claims and amendments.
- **Employee Lifecycle Management:**
 - Oversaw the complete employee journey from onboarding to offboarding
 - Including preparing appointment letters, managing transfers, and conducting exit interviews.
- **Disciplinary & Labor Relations:**
 - Administered **disciplinary procedures** in accordance with Sri Lankan labor law
 - Including issuing warning letters, show-cause notices, and handling domestic inquiries.
- **Performance & Data Management:**
 - Facilitated performance evaluations and increments, while maintaining accurate employee personal files and the HRIS database for over 250+ employees.
- **Bilingual Documentation:**
 - Proficiently drafted formal memos and legal typesetting's in both Sinhala and English to ensure clear organizational communication.
- **Employee Welfare:**
 - Actively improved **employee morale** by conducting branch visits to address staff grievances and organizing engagement activities.

Summary

HR Executive with expertise in payroll administration, employee relations, and statutory compliance. Adept at navigating complex labor laws and resolving over 250+ staff matters to drive organizational success.

Personal Details

Contact +94 765548202
luckpluseven@gmail.com

Location Kegalle

Technical Skills

HRIS & Office Productivity: Advanced proficiency in Microsoft Excel & Google Sheets for payroll processing and employee data summaries. Expert in MS Word and Microsoft Excel

Visual Communication & Design: Professional capability in Adobe Photoshop & Illustrator

Languages

Sinhala Language	Native
Japanese Language	Good
English Language	Good

Skills

A dedicated HR professional with a **strong work ethic** and a BA from the **University of Peradeniya**, offering a blend of **leadership** and **interpersonal skills**. I leverage **creativity** in employer branding and **problem-solving** in labor law matters, demonstrating high **adaptability** and excellent **time management** in handling end-to-end payroll and employee lifecycles

Payroll Administration

- **End-to-End Payroll Processing:**
 - Executed monthly payroll operations, ensuring accurate calculation of salaries, statutory deductions, and allowances while maintaining 100% data confidentiality
- **Statutory Reporting:**
 - Prepared and submitted monthly contribution summaries and reports to ensure full compliance with government regulations.

Education

- Bachelor of Arts
University of Peradeniya Sri Lanka
2014/2015

Relevant Subjects
 - Philosophy
 - Psychology
 - Sociology
- Japanese Language Proficiency
Daiki Japanese Language School Colombo 3
2017-2021
- Diploma in Graphic Designing
Wijeya Graphics Kegalle
2017/01 – 2017/12

Extracurricular Activities & Interests

- **Martial Arts (Karate):** Practiced at School and University of Peradeniya levels. Developed high levels of self-discipline, resilience, and the ability to stay calm under professional pressure.
- **Creative Arts:** Active in Sculpting and Painting, which enhances my attention to detail and artistic eye for employer branding and design projects.
- **Gardening:** A hobby that fosters patience, consistency, and long-term planning, reflecting my approach to employee development.

References

References Available upon professional request

