



LAKSHINI KULASEKARA

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No.49/2,Munamale,Marassana

PROFESSIONAL SUMMARY

B.Com (Hons) degree-completed candidate with practical experience in Human Resource Management gained through a six-month HR internship. Experienced in recruitment and selection, HRIS and time attendance, employee records management, leave administration, performance evaluation, employee benefits and general HR operations. Possess a Diploma in Human Resource Management along with strong communication, interpersonal, teamwork, organizational and problem-solving skills. Currently pursuing a Diploma in ICT to further strengthen technical competencies. Seeking an opportunity to apply my academic knowledge and practical HR experience in a professional organization and contribute effectively to its human resource functions.

PROFESSIONAL EXPERIENCE

HR Intern – HRD & Compliance Department , Noritake Lanka Porcelain (Pvt) Ltd., Matale

April - Present (2026) | 6 Months

- Supported recruitment and selection activities, including candidate documentation, interview coordination and onboarding.
- Assisted with HRIS and Time Attendance System activities, including shift and roster updates.
- Maintained employee leave records and employee personal files.
- Supported employee performance evaluation activities.
- Gained practical exposure to EPF/ETF, gratuity payments and employee benefits.
- Assisted with HR administration, data entry and documentation.
- Maintained departmental records using Microsoft Excel.
- Supported internal audit, compliance and workplace-related activities.

Trainee Officer - People's Bank – Kandy Senkadagala Branch

November - Present (2021) | 3 Months

- Assisted with customer handling and front-office activities.
- Supported document verification and record maintenance.
- Assisted with day-to-day branch operations.
- Developed communication, teamwork and professional customer service skills.

EDUCATION QUALIFICATION

- Bachelor of Commerce (B.Com) Honors - Undergraduate ,University of Peradeniya (2022-2026)
- G.C.E. (A/L) Advanced Level Examination (2020)
- G.C.E. (O/L) Ordinary Level Examination (2017)

PROFESSIONAL QUALIFICATIONS

- Diploma in Human Resources Management - LPEC Campus (Completed, 2024)
 - Diploma in Information & communication Technology - IMBS Green Campus (Currently pursuing -2026)
 - Advanced English Certificate Course - IBA Campus (Completed,2017)
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RESEARCH EXPERIENCE

Undergraduate Research Project – University of Peradeniya | 2026

“The Role of Team Leaders in Managing Conflict within Culturally Diverse Teams in Apparel Factories in Nuwara Eliya District, Sri Lanka”

PROJECTS

Assembled and configured a desktop computer as part of the ICT Diploma (Computer Hardware Engineering module) and donated the completed system to an underprivileged school.

LEADERSHIP, SPORTS & EXTRACURRICULAR ACTIVITIES

- Active Member – Zero Plastic Society, University of Peradeniya.
 - Active Member – Gender Champion Society, University of Peradeniya.
 - Member – Fundraising Team, B.Com Students’ Society (2025).
 - School Prefect – junior prefect & senior prefect (Diyathilaka central college ,Hanguranketha)
 - Athletics – participated in Javelin Throw, Discus Throw and Shot Put.
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SKILLS

SOFT SKILLS

- People leadership
- Record keeping & data entry
- Budgeting
- Time management
- Critical thinking
- Problem solving
- Reporting & research
- Strategic planning
- Long term planning

TECHNICAL SKILLS

- Microsoft word
 - Microsoft Excel
 - Microsoft Power Point
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LANGUAGES

- Sinhala - Native
 - English - Excellent
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REFERENCE

Ms.Y.Y.Senavirathne
Lecturer
Faculty of Management
University of Peradeniya
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Ms.R.C.D.Rathnayake
Manager HRD & Compliance
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