



# MADHUSHIKA DILMI

HR EXECUTIVE | HUMAN RESOURCES

## CONTACT

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- E 101, Walagama Junction,  
Dewalegama
- <https://www.linkedin.com/in/dilmi-hasara-810707292>

## EDUCATION

### Following B.Sc.(Honors) in Business Management

Wayamba University of Sri Lanka  
2020 - Present

### Advanced Level

St.Joseph's Girls College,Kegalle  
2017-2019  
Accounting -A  
Business Studies - A  
Economics - A  
Z Score - 1.4751

### Ordinary Level

St.Joseph's Girls College,Kegalle  
2011- 2016  
8 A passes & 1 B pass

## ABOUT ME

Motivated Human Resources undergraduate with practical experience as an HR Intern, supporting employee onboarding, HRIS management, recruitment, employee documentation, statutory HR administration, and day-to-day HR operations. Seeking to contribute HR knowledge and practical experience in an HR Executive role.

## PERSONAL DETAILS

### HR Intern

2026 - Present

Teejay Lanka PLC

Supported employee onboarding, HRIS record management (**hSenid**), recruitment screening and interview coordination, employee documentation and requests, EPF/ETF statutory administration, and the preparation of BOI and gate passes for employees and visitors.

## PERSONAL DETAILS

**Date of Birth** : March 12, 2000

**Gender** : Female

**Civil Status** : Unmarried

**NIC Number** : 200057200490

## EXTRACURRICULAR ACTIVITIES

### Vice President of Commerce Association

St.Joseph's Girls College, Kegalle

### Member of Zero Plastic Movement

Wayamba University of Sri Lanka

### Member of Snehapawura Social Service Fund

Wayamba University of Sri Lanka

## ■ SKILLS

- Leadership Skills
- Creative and Excellent Communication Skills
- Effective Interpersonal Skills
- Strong sense of Integrity and Confidentiality
- Critical thinking
- Collaboration and cooperation
- Time management
- Proficient in Microsoft Office Package
- Teamwork
- Hardworking and Willing to take on Responsibilities

## ■ REFERENCE

### **Nilushi Ekanayake - Assistant Manager**

Teejay Lanka PLC

0763913893

### **W.D.N.S.M. Tennakoon- Senior Lecturer**

Wayamba University of Sri Lanka

0716843285

## ■ LANGUAGE

Sinhala



English



Tamil



## ■ CERTIFICATES

### **Diploma in English**

English Bee Academy

### **Certificate Level in Web Design**

Institute of Management and Information  
Technology

### **Certificate Level in Computer Science**

Institute of Management and Information  
Technology