



MANEESHA MADHUSHANI

ABOUT ME

A motivated and detail-oriented Senior HR Executive with strong interpersonal and organizational skills. Experienced in supporting recruitment, employee relations, and administrative functions. Able to work effectively in fast-paced environments while maintaining high standards of professionalism. Seeking to contribute my skills and knowledge to enhance organizational performance and employee satisfaction.

EDUCATION

Bsc.Honours in Human Resource Management

Eastern University of Sri Lanka
2020- 2024

Information and Communication Technology Technician (NVQ Level 4)

2019 - 2020

Royal College Horana

G.C.E. Advance Level - 2017
G.C.E.Ordinary Level - 2014

PERSONAL DETAILS

- Name : M.Maneesha Madhushani
- Date of Birth : 1998.06.28
- National ID : 986801715V
- Gender : Female
- Civil Status : Unmarried
- Nationality : Sri Lankan

SKILLS

- Leadership
- Management Skills
- IT skills
- Communication Skills

LANGUAGE

- Sinhala
- English

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'Sanduni", Midellamulahena, Horana

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EXPERIENCE

- Senior Executive - Talent Acquisition** *Mar 2026- Present*
 - Talent Acquisition Executive** *June 2025 - Mar 2026*
 - Suwani Talent Solutions (PVT) Ltd
 - Sourcing candidates**
Using job portals, social media platforms like LinkedIn & employee referrals.
 - Screening & interviewing**
Reviewing resumes, conducting initial interviews, and shortlisting candidates for further rounds.
 - Coordinating hiring process**
Scheduling interviews, communicating with candidates, and ensuring a smooth hiring experience.
 - HR Intern** *July 2024 April 2025*
 - Coats Thread Exports (Pvt) Ltd
 - HRIS and leave Administration
 - Supported end-to-end recruitment processes, coordinated interview schedules, and onboarding of new employees.
 - Handling & Maintaining Documents related to the HR department
 - Translation & Preparing Documents related to the HR department
 - Active Coordination of welfare activities & Employee Engagement Activities.
 - HR Trainee** *July 2019 Jan 2020*
 - National Water Supply & Drainage Board
 - Handling & Maintaining Documents related to the HR department
 - Handling HRIS & Customer Care Services

REFERENCES

Mr.Amila Pathum
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Singer (Sri Lanka) PLC
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Manging Director
suwani Talent Solutions (Pvt) Ltd
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