



DODANGODAGE MANJULA VIRAJITH

HR Executive

CONTACT DETAILS

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- No 8/3B, Werellahena, Horana

PERSONAL DETAILS

- Date of Birth : 08/02/1987
- Nationality : Sri Lankan
- NIC No : 870390390V
- Passport No : N9540122

TECHNICAL SKILLS

- Payroll Management Systems
- HR Management Systems (HRIS)MS
- Office (Word, Excel Powerpoint)
- Database Management
- Data Reporting and Analysis
- Leave Management Systems
- Personnel Record Systems
- Email and Communication Tools

CORE COMPETENCIES

- Payroll Management and Processing
- HR Compliance and Labor Law
- Statutory Payments (EPF, ETF, Gratuity)
- Personnel File and Records Management
- Employee Relations and Engagement
- Recruitment and Talent Acquisition
- Leave Administration and Tracking
- Conflict Resolution & Grievance Handling
- Government & Labor Department Liaison
- Performance Management
- Administrative Operations
- Organizational Development

LANGUAGE SKILLS

- Sinhala : Native
- English : Fluent

PROFESSIONAL SUMMARY

Results-driven HR Executive with 15+ years of progressive experience in human resources management, payroll administration, and employee relations. Proven expertise in managing end-to-end HR operations, ensuring regulatory compliance, and driving organizational efficiency. Strong foundation in strategic HR planning with commitment to fostering positive workplace cultures and enhancing employee engagement across diverse organizations

WORK EXPERIENCE

HR Executive [2019 – Present]

INOAC Polymer Lanka Pvt Ltd, Horana, Sri Lanka

- Manage end-to-end monthly payroll operations for 100+ employees, processing statutory payments (EPF, ETF, Gratuity), and preparing government compliance reports while ensuring 100% accuracy and timely disbursements.
- Generate strategic salary reports and business intelligence for senior management, supporting data-driven decision-making and budget planning.
- Maintain comprehensive HR compliance framework including personnel records, leave administration, statutory documentation, and BOI reporting requirements.
- Drove employee engagement through welfare programs, cultural initiatives, and wellness campaigns that resulted in a significant improvement in staff retention rates.
- Resolve complex employee grievances, manage Labor Department liaison activities, and support ISO certification maintenance through HR audits and quality system improvements.
- Coordinate operational logistics including staff transport optimization, commuting route efficiency, and administrative support to management.

HR Executive [September 2018 – 2019]

Gamini Construction, Ranala, Sri Lanka

- Established HR record management systems & standardized documentation procedures for a rapidly scaling construction organization.
- Resolved payroll discrepancies and salary disputes while managing Labor Department interactions and ensuring statutory compliance.
- Prepared EPF/ETF returns and government statutory filings, establishing compliance frameworks and regulatory standards.
- Implemented employee leave tracking protocols and personnel record management systems to support organizational growth.

HR Executive [August 2016 – September 2018]

Qiao Zhen Lanka (Pvt) Ltd, Sri Lanka

- Managed payroll operations and addressed salary-related concerns for employees in a manufacturing environment.
- Led recruitment activities from sourcing through candidate selection, building talent pipeline for production and administrative roles.
- Maintained employee records, leave management, and prepared EPF/ETF statutory returns ensuring compliance.

- HR Executive**
[July 2014 – June 2016]

Hyundai – Keangnam – Nawaloka Joint Venture, Sri Lanka
 - Managed payroll processing, time attendance systems, and EPF/ETF statutory requirements for a large joint venture project.
 - Maintained employee records, prepared annual compliance reports, and managed government statutory filings.
- HR Officer**
[May 2011 – July 2014]

Warna Exporters (Pvt) Ltd, Sri Lanka
 - Managed payroll system, time attendance operations, leave records, and EPF/ETF statutory matters for the organization.
 - Prepared annual compliance reports and employment correspondence while conducting recruitment programs, organizing welfare activities, and resolving employee grievances.
- Accounts Assistant & Supervisor**
[June 2009 – May 2011]

Warna Exporters (Pvt) Ltd, Sri Lanka
 - Managed petty cash operations, stock records management, and prepared fiber costing sheets for financial analysis and inventory control.
 - Supervised labor operations in fiber mixing department, prepared shipping invoices, and coordinated logistics documentation.
- Apprentice HR Officer**
[3 Months]

Favorite Hanwella (Pvt) Ltd, Sri Lanka
 - Assisted in end-to-end recruitment processes including job posting, candidate screening, campaign organization, employee record maintenance, and administrative support to management.

ACADEMIC QUALIFICATIONS

MBA (Master of Business Administration)	Pursuing
Pioneer International Campus City University Malaysia	
Certificate in Human Resources Management	2010
Human Resources Management Institute, Nawala	
AAT Intermediate Level	2007
The Association of Accounting Technicians	
Professional English Course	2007
Youth Centre, Maharagama, Sri Lanka	
G.C.E. Advanced Level Examination	2007
Successfully Passed	
G.C.E. Ordinary Level Examination	2003
Successfully Passed	

REFEREES

Mr. Aruna Karunaratne	Mr. D.N Tilakumara
Deputy General Manager (Finance),	No: 27,
Employee Trust Fund Board,	Sumudu Place,
22 nd Floor,	Asiri Uyana,
"South Wing",	Katubedda,
"MAHEEW PIYASA",	Moratuwa.
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