



CONTACT

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- Hetti Gamage Muditha Mihiraj
- 09th November 1998
- P0758843 - Sri Lankan

EDUCATION

KAATSU INTERNATIONAL UNIVERSITY

- Bachelor of Management (Hons)in Human Resource Management 2025

CENTRAL COLLEGE - PILIYANDALA

- G C E - Advanced Level - 2017
- G C E - Ordinary Level - 2014

SKILLS

- Recruitment & Selection
- HR information systems (HSenid)
- HR Operations
- Employee Relations
- Onboarding & Offboarding
- Recruitment and selection
- Grievances Handling
- Training and development
- Attendance & Leave Administration
- Performance Management

LANGUAGES

- English
(Full Professional Proficiency)
- Sinhala
(Full Professional Proficiency)

DECLARATION

I certify that the information provided in this curriculum vitae is accurate and complete to the best of my knowledge.

MUDITHA MIHIRAJ

SENIOR EXECUTIVE - HR & ADMINISTRATION

PROFILE

"HR Professional with over 3 years of experience in recruitment, HR operations, payroll administration, employee relations, and HRIS management. Experienced in end-to-end recruitment, onboarding, attendance management, training coordination, and grievance handling. Skilled in supporting business objectives through efficient HR processes and employee engagement initiatives."

WORK EXPERIENCE

- Hammer BTL (Pvt) Ltd.** 2026 JUNE - PRESENT
Senior Executive - HR & Administration
The responsibilities of this role involve fulfilling all human resources functions, effectively managing the administration process, identifying the needs and requirements of all employees, and interacting with them in accordance with organizational policies.
- PORT CITY - BPO (TWS MALAYASIA)** 2025 - 2026 JUNE
Trainer & Leader (Contract)
Senior Leader optimizing project operations, scaling new-hire training, and leveraging HR expertise to drive team performance.
- ABANS ELECTRICALS PLC.** 2024 - 2025
Junior Executive - HR
An HR professional experienced in full-cycle recruitment and operations via hSenid HRIS, dedicated to optimizing payroll, training, and workplace culture.
- MCLARENCE LOGISTICS PVT.** 2023 - 2024
Assistant - HR & Administration
Led full-cycle recruitment, attendance/leave management via the Fit system, corporate training, and comprehensive facility logistics—including procurement, security, and transportation.
- ASSETLINE PLC.** 2023 AUG - 2023 DEC
Internship- HR
Talent Acquisition & Development: Led staff recruitment, managed EPF compliance documentation, and coordinated corporate functions and training programs.
- RICH COLOUR EXPORTS PVT.** 2023 MARCH - 2023JULY
Internship - HR & Administration
Manage daily attendance, leave reporting, employee logistics (meals and transport), and training schedules to support smooth workplace operations.
- SRI LANKA NAVY** 2018 - 2019
Ordinary Sailor
Worked as a regular soldier for two years and worked as an office assistant (Admin).

EXTRA CURRICULAR ACTIVITIES

- Member of university & School Cricket (Hard Ball & Soft Ball)
- Member of college swimming team.
- Air Rifle Squad Member (University & Magampura Club)

REFERENCES

Mr.Avishka Caldera
Assistant Head | ACPM
Lecturer
Department of Desition Science
Faculty of Management
KIU Campus
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Mr.Keshawa Dassanayake
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