

NIWARTHANA MADHUHANSI

HR Professional

SUMMARY

Energetic and results driven HR professional and psychology enthusiast, currently an undergraduate with a strong desire for learning and growth. Experienced in employee relations, absenteeism, cadre administration and grievance handling for large teams. Known for a positive mindset, proactive approach, strong organizational skills and a commitment to fostering a productive and supportive workplace.

EXPERIENCE

HR Intern, MAS Bodyline

Mar 2024 — Oct 2024

- Assisted in an EPF registration project conducted to submit to the Central Bank of Sri Lanka, aimed at enabling employees to check their EPF balances through smartphones.
- Handled and responded to employee grievances, ensuring concerns were addressed in a timely and professional manner.
- Actively participated in event organizing activities, supporting planning, coordination, and execution of company events.

HR Assistant - Employee Relations, InQube Global

Nov 2024 — Nov 2025

- Responsible for managing absenteeism, cadre maintenance, and LTO (Leave & Time Off) administration for a workforce of nearly 300 team members, ensuring accurate records and smooth workforce operations.
- Handled employee grievances and supported effective communication between employees and management.
- Participated in and assisted with the organization of company events and functions, ensuring smooth coordination and execution.



DETAILS

- ✉ niwarthanamadhuhansi@gmail.com
- 📍 No37, Panthiya watta, Munagama, Horana,
- ☎ +94740591738

SKILLS

- Communication
- Leadership
- Understanding
- Teamwork
- Problem solving
- Emotional Intelligence
- Open mindedness

LANGUAGES

- Sinhala
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- English
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- Tamil
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EDUCATION

BSc (Hons) in Psychology, International College of Business and Technology, Colombo 04

(Undergraduate)

Foundation Course in Human Resource Management, Chartered Institute Of Personnel Management, Colombo 05

Advanced Certificate In Human Resource Management, Chartered Institute Of Personnel Management, Colombo 05

Diploma in Professional Human Resource Management, Chartered Institute Of Personnel Management, Colombo 05

Chartered Intermediate In Human Resource Management, Chartered Institute Of Personnel Management, Colombo 05

Chartered Qualification In Human Resource Management, Chartered Institute Of Personnel Management, Colombo 05

2026 - Present

Diploma in Information Technology, ESOF Metro Campus, Piliyandala

2022 — 2023

Diploma in English Language and Literature, Aquinas College of Higher Studies, Colombo 08

2022 — 2023

GCE Ordinary Level and GCE Advanced Level, Prajapathi Girls College, Horana

REFERENCES

Eranga Perera
Manager - Human Resources
InQube - Quantum (PVT) LTD
0770109337, erangap@inqube.com

Kasun Chameera Haputhanthiri
Manager - CAD
Tukatech Lanka (PVT) LTD
0773678643, kasun@tukatech.com

WEBSITES AND SOCIAL LINKS

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