

NUWAN WEERASINGHA

HR & Admin Executive

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PROFESSIONAL SUMMARY

Analytical HR professional with **10+ years' experience** in HRIS, ERP, and payroll. Skilled in attendance management, ERP data, and advanced Excel for reporting and automation. Currently pursuing Chartered Intermediate in HRM (CIPM) to align HR strategy with systems and data.

TECHNICAL SKILLS & COMPETENCIES

- **HRIS & ERP Systems:** Experience with hSenid, Olax Payroll, SAP, IFS ERP, Microsoft Dynamics NAV, Oracle MICROS, and ALPHA ERP.
- **Data & Reporting:** Expert in Advanced Excel (Macros, Pivot Tables, VLOOKUP) and Google Workspace automation (Sheets/Forms).
- **System Support:** ERP master data maintenance, SAP payment issue support, and hSenid attendance reporting.
- **Payroll:** Payroll processing using Olax Payroll and Excel-based manual payroll systems.

PROFESSIONAL EXPERIENCE

HR Executive -Administration | Coats Thread Exports (Pvt) Ltd

July 2025 – May 2026

- **Administration Oversight:** Managed overall administration for 680+ employees, including Canteen, Transportation, Janitorial, and Security services.
- **Financial Analysis:** Handled vendor payments through SAP adhering to company standards and prepared department-wise analytical reports.
- **Governance & Audits:** Managed agreement renewals, amendments, SOP developments, and audits.
- **Process Automation:** Implemented automated Google Sheets and Forms to enhance accuracy and save time in daily operations.
- **System Administration:** Managed outsourced staff attendance, biometric enrollment, and shift/roster updates using the hSenid system.

HR & Admin Executive | Eathos F&B Investments LLC – Dubai

Oct 2022 – May 2025

- **Production Admin:** Directed overall administration for the production unit and supervised office staff, including storekeepers and data entry operators.
- **Multi-Brand Reporting:** Prepared daily production consolidation reports for across 8 brands.
- **Employee Relations:** Handled employee interviews, surveys, grievances, and disciplinary actions.
- **Payroll Support:** Maintained digital attendance records and supported accurate payroll through overtime and leave calculations for 60+ employees.
- **Logistics:** Managed transportation and overall administration to ensure operational efficiency.

Executive – Administration | Crysbro Group of Companies

Feb 2021 – Sep 2022

- **Project Admin:** Handled daily project administration operations including procurement and inventory management.
- **Vendor Management:** Prepared end-to-end vendor payments and managed petty cash activities using Microsoft Dynamics NAV.
- **Site Payroll:** Managed attendance records and processed payroll for project site workers & drivers.

Junior Executive – HR & Accounts | Sunshine Healthcare Lanka Ltd

Nov 2017 – Dec 2020

- **Attendance Tracking:** Prepared and verified attendance and overtime reports for 140+ employees using biometric systems.
- **Financial Admin:** Managed distribution center cash sales, petty cash, and settled cheque/credit transactions via IFS ERP.

Junior HR Executive | Global HR Solutions (Pvt) Ltd

Apr 2017 – Nov 2017

- **System Innovation:** Created automated OT calculations and a paysheet system to improve accuracy and efficiency about 30%.
- **Talent Coordination:** Monitored new joiner documentation and coordinated candidate interviews.

Payroll Officer | Ayagama Tea Factory (Pvt) Ltd

May 2015 – Mar 2017

- **Full-Cycle Payroll:** Managed end-to-end payroll for 175+ factory workers (wages, advances, loans) using Olax Payroll.
- **Compliance & Accuracy:** Developed Excel-based payroll calculation sheets to cross-check system outputs and prepared EPF/ETF reports.
- **Conflict Resolution:** Handled employee grievances to maintain a productive factory environment.

EDUCATION & CERTIFICATIONS

- **Chartered Intermediate in HRM (Following)** – CIPM
- **Diploma in Human Resources Management** – Londontec City Campus
- **Diploma in Business Management** – Londontec City Campus
- **Certificate in Computerized Accounting** – Asian Lanka Computer Academy
- **Diploma in English** – E-Soft
- **G.C.E. Advanced Level** - (A,B,C Passes)

ACHIEVEMENTS & LANGUAGES

- **Achievements:** Best Employee Applause Q4 - 2025 (Coats Thread Exports)
Employee of the Month - Dec 2023 (Eathos LLC - Dubai)
- **Languages:** English (Fluent) | Hindi (Fluent Spoken) | Sinhalese (Native)