



PAMUDI WIJESEKARA

CONTACT

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- No.06, Pannilkanda,
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Sri Lanka

KEY SKILLS

- Excellent communication and interpersonal skills
- Strong customer service orientation
- Ability to work in fast-paced environments
- Teamwork and collaboration
- Attention to detail and accuracy
- Time management and organizational skills
- Stress management and adaptability
- Professional attitude and positive personality

LANGUAGES

- Sinhala
- English



PROFILE

A highly driven and detail-oriented Human Resource Management undergraduate with hands-on experience in recruitment and talent acquisition. Demonstrates strong leadership, problem-solving, and teamwork abilities, with a proactive mindset and high level of adaptability. Possesses a strong commitment to excellence, continuous learning, and contributing effectively to organizational growth in a dynamic and competitive environment.



WORK EXPERIENCE

- HR Intern** OCTOBER 2025 - APRIL 2026
Jay Jay Mills Lanka (Pvt) Ltd - Group HR Department
 - Assisted in end-to-end recruitment processes including job posting, CV screening, and shortlisting candidates
 - Coordinated interviews and communicated with candidates
 - Maintained candidate databases and updated recruitment records
 - Supported onboarding activities for new employees
 - Collaborated with HR team to fulfill staffing requirements
 - Conducted initial candidate screenings (calls/interviews)



EDUCATION

- BBA (Hons) in Human Resource Management**
University of Ruhuna | 2022 - 2026
- Diploma in Tourism and Hospitality Management (Reading)**
Sabaragamuwa University
- Diploma in English (2025)** - SITC Campus, Sri Lanka
- G.C.E. Advanced Level Examination (2020)**
 - Accounting - A
 - Economics - A
 - Business Studies - A
- G.C.E. Ordinary Level Examination (2016)**



REFERENCES

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|---|--|
| Dr. K.G. Priyashantha
Senior Lecturer
PhD (UoK, SL), MSc (Agder, Norway),
MLS (CoI, SL), BBA (Ruh, SL)
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