



UDANA RAJAPAKSHA

PROFILE SUMMARY

Results-driven Human Resource professional with experience in HR operations, employee relations, recruitment coordination, and employee engagement. Skilled in supporting HR processes, coordinating employee activities, and maintaining positive workplace relationships to improve organizational effectiveness. Possess strong communication, teamwork, and problem-solving abilities with a passion for people management. Seeking to contribute HR knowledge and operational expertise in an HR Executive role while supporting organizational growth and employee development.

WORK EXPERIENCE

HR Intern (Dec 2025 - Present)

MAS INTIMATES (Pvt Ltd) -Unichela Panadura

- Assisted in handling employee relations matters and workplace disciplinary procedures.
- Supported grievance handling and employee inquiry resolution processes.
- Contributed to employee engagement and welfare activities aimed at improving employee well-being involvement.
- Maintained employee records and HR documentation confidentially.
- Supported the maintenance and tracking of employee attendance, leave and disciplinary records.
- Assisted in bridging communication between employees and management to address workplace concern
- Coordinated weekly discussion with newly joined employees to address concerns and improve employee engagement with the first six month.

Audit Associate (Sep 2022-Feb 2023)

BDO Sri Lanka

- Assisted in performing audit procedures for client organizations under senior auditor supervision.
- Supported preparation of audit working papers and documentation in compliance with audit standards.
- Verified financial records including invoices, receipts, and supporting documents for accuracy and completeness.
- Participated in stock verification and physical asset checks during audit assignments.

EDUCATIONAL QUALIFICATIONS

B.Sc. in Human Resource Management (Reading)

Faculty Of Management Studies And Commerce
University of Sri Jayewardenepura

GCE Advanced Level (Commerce Stream)

Royal College Panadura

- Recognized for achieving **the highest A/L results (3A's) in the school - 2022**

CONTACT DETAILS



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Pallimulla, Panadura, Sri Lanka



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[linkedin/in/udana-rajapaksha](https://www.linkedin.com/in/udana-rajapaksha)

PERSONAL DETAILS

Date of Birth : 26 July 2002
Nationality : Sri Lankan
Civil Status : Single
Gender : Male

SKILLS

Technical Skills:

MS Office (Word, Excel, PowerPoint) |
Report Writing | Basic Data Handling
| Power BI

Soft Skills:

Leadership | Communication | Event
Management | Negotiation | Problem-
Solving | Adaptability | Collaboration

HR Knowledge:

Basic Recruitment Processes |
Employee Engagement | HR
Coordination | Organizational Culture
Awareness | Training Support

LANGUAGES

- English
- Sinhala

REFERENCES

Mrs.Nilmini Jayasekara
Manager – Human Resource & Administration
MAS Intimates (Pvt) LTD- Panadura Division
+94 70 513 0229
nilminija@masholdings.com

Snr. Prof. Hemantha Kottawatta
Head of Department – Department of Human Resource Management
University of Sri Jayewardenepura
+94 71 532 8953
gimhana@sjp.ac.lk

UNIVERSITY LEADERSHIP & PROJECT EXPERIENCE

President – Students’ Association of Department of Human Resource Management (2025/2026)

- Guided students in organizing HR-related activities, improving leadership and team coordination skills.

Committee Member – Students’ Association of Department of Human Resource Management (2024/2025)

- Assisted in planning student development initiatives and HR awareness sessions.

Student Representative – Department of Human Resource Management

- Acted as a communication link between lecturers and students to enhance learning and involvement.

Leadership In Project and Activities

- Coordinated and supported multiple student development initiatives including orientation programs, career guidance workshops, outbound training, and academic research conferences, enhancing student engagement and professional development
- Led and contributed to major CSR and community outreach projects such as “HR Ape Senehasa” and “Pothak Wenuwen Athak,” promoting social responsibility and educational support.
- Organized and actively participated in cultural and religious events including Avurudu Festival, Vesak Dansala, and Pirith Chanting Ceremony, fostering cultural harmony and departmental unity.
- Played a key role in planning and executing large-scale departmental programs for over 1,000 students, strengthening leadership, teamwork, and organizational coordination skills.