



# Piyumika Gunathilaka

**Date of birth:** 13/09/2000 | **Gender:** Female | **Phone:** (+94) 706556775 (Mobile) | **Email address:** [piyumikagunathilaka6@gmail.com](mailto:piyumikagunathilaka6@gmail.com) | **LinkedIn:** <https://www.linkedin.com/in/piyumika-gunathilaka-533470291/> | **Address:** Udawatta, Halpe, Helahalpe, Bandarawela., 90100, Bandarawela, Sri Lanka (Home)

## ● ABOUT ME

I am a motivated and detail-oriented HR and Administration professional with practical experience in human resource administration, payroll coordination, statutory compliance, office administration, employee records management, and operational support within the hospitality sector. I have hands-on experience in maintaining confidential employee information, managing HR documentation, coordinating attendance and leave records, supporting payroll processes, and preparing accurate administrative and financial reports.

With an academic background in Management and Leadership and Business Management, I combine strong organizational, communication, analytical, and problem-solving skills with practical workplace experience. I am a responsible and adaptable professional who works effectively both independently and as part of a team. I am seeking an opportunity in HR, Administration, or Management where I can contribute to organizational efficiency, employee engagement, and continuous improvement while developing my professional career in an international environment.

## ● WORK EXPERIENCE

01/06/2024 - CURRENT - BADULLA , SRI LANKA

### **HR EXECUTIVE THE HERITAGE GRAND**

- Maintain and update employee attendance records, leave balances, overtime, and other HR-related information accurately and on a timely basis.
- Coordinate monthly payroll-related activities by verifying attendance, leave, overtime, deductions, and other employee information.
- Prepare and manage EPF/ETF documentation, cheques, schedules, and statutory records in compliance with applicable Sri Lankan labor regulations.
- Maintain accurate and up-to-date employee personal files, HR records, contracts, and other confidential documentation.
- Support recruitment activities, including preparing vacancy information, coordinating interviews, communicating with candidates, and maintaining recruitment records.
- Assist with employee onboarding and offboarding processes, including documentation, induction coordination, and clearance procedures.

**Business or sector** Accommodation and food service activities | **Department:** HR & Administration Department

01/01/2024 - 31/05/2024 - BADULLA , SRI LANKA

### **MANAGEMENT TRAINEE THE HERITAGE GRAND**

- Assisted in the day-to-day administrative and operational activities of the hotel.
- Supported HR functions including employee documentation, attendance monitoring, staff coordination, and record maintenance.
- Assisted the Finance team with daily financial documentation, data entry, reporting, and transaction records.
- Maintained accurate employee, administrative, and operational records while ensuring confidentiality.
- Supported payroll-related documentation and other HR administrative activities.
- Assisted in monitoring staff attendance, leave records, and related administrative requirements..

## ● EDUCATION & TRAINING

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16/11/2024 - 25/03/2026 - COLOMBO , SRI LANKA

**BA(HONS) MANAGEMENT & LEADERSHIP. (SECOND UPPER)-** COVENTRY UNIVERSITY

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**Field(s) of study:**Business Management

GALLE , SRI LANKA

**HIGHER NATIONAL DIPLOMA IN BUSINESS MANAGEMENT (MERIT) -** NATIONAL INSTITUTE OF BUSINESS MANAGEMENT (NIBM)

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**Field(s) of study:**Business Management

GALLE , SRI LANKA

**ADVANCED DIPLOMA IN BUSINESS MANAGEMENT (MERIT) -** NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

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**Field(s) of study:**Business Management

BADULLA , SRI LANKA

**DIPLOMA IN INFORMATION TECHNOLOGY -** ESOFT METRO CAMPUS

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**Field(s) of study:**Information Technology

**LANGUAGE, COMMUNICATION & LEADERSHIP -** THE OPEN UNIVERSITY OF SRI LANKA

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**Field(s) of study:**English

**CERTIFICATE OF LEADERSHIP DEVELOPMENT -** NATIONAL CENTRE FOR LEADERSHIP DEVELOPMENT

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## ● SKILLS

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Team Collaboration & Leadership Support | Time Management & Multitasking | Communication & Stakeholder Coordination | Attendance, Leave & Payroll Support | EPF / ETF Documentation & Compliance (Sri Lanka)

## ● PROJECTS

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**The Impact of Customer Satisfaction on Profitability in the Hotel Sector after COVID-19 in Sri Lanka**

Conducted data analysis on customer satisfaction trends and their financial impact post-pandemic. and Evaluated service quality and operational efficiency influencing hotel profitability.

**Impact of Website Quality on Revisit Intention in the Banking Industry of Sri Lanka** Analyzed digital service quality factors affecting customer retention in banking.

**Investigation of Human Resource Functions** Studied core HR functions including recruitment, training, performance management, and compliance.

## ● RECOMMENDATIONS

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**MRS. LAKSHI WANNIARACHCHI**

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Lecturer National Institute of Business Management (NIBM), Galle, Sri Lanka

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**MR. AMILA RANAWEERA**

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