



SACHINI WELGAMA

Profile

Detail-oriented Human Resources professional with experience in HR administration, recruitment support, employee records management, attendance, payroll coordination, and HR documentation. Currently pursuing a Bachelor of Management (Hons) in Human Resource Management at the Open University of Sri Lanka (OUSL) and the Chartered Intermediate Programme (CIPM Sri Lanka). Proficient in Microsoft Office, Google Workspace, and HRIS, with strong organizational, communication, and problem-solving skills. Committed to supporting efficient HR operations and contributing to organizational success.

Work Experience

HR and Admin Executive

2024 Jan-2026 May

The Royal Arcade -Wasthi Restaurant

- Managed day-to-day HR and administrative operations within a hospitality environment.
- Handled HRIS, employee records, attendance, leave management, and payroll processing.
- Managed recruitment, onboarding, employee relations, and general HR activities.
- Maintained confidential employee files and HR documentation.
- Coordinated with management and department heads on HR and administrative matters.
- Managed supplier payments, utility bills, and other operational payments. Maintained payment records and supported day-to-day administrative and financial coordination.
- Developed strong practical knowledge of hotel and restaurant operations, hospitality workforce management, and industry-specific HR practices.

Credit Card Recovery Officer

2023 Sep - 2023 Dec

Central Management Service Pvt Ltd

- Managed credit card recovery and follow-up activities for assigned customer accounts.
- Contacted customers regarding outstanding credit card balances and payment arrangements.
- Followed up on overdue accounts and supported timely payment recovery. Maintained accurate customer and recovery records in line with banking procedures.
- Handled customer inquiries and communicated professionally regarding outstanding payments.
- Conducted regular follow-ups on assigned accounts and monitored payment commitments.
- Developed practical knowledge of credit card operations, debt recovery, customer relationship management, and banking procedures.

HR Assistant -Trainee

2023 May- 2023 Aug

Ovin Gases Pvt Ltd

- Assisted with daily HR activities and administrative tasks. Maintained employee records and HR documents.
- Assisted with attendance and leave records.
- Supported recruitment and onboarding activities.
- Assisted with employee data updates and HRIS tasks. Supported payroll-related activities.
- Assisted with employee communication and HR coordination. Gained practical knowledge of HR procedures and Labour Laws.

Contact

☎ +94 70 180 2486

✉ sachini.pathumika@gmail.com

📍 218/A,Mullegama,Homagama,
Sri Lanka

🌐 <https://www.linkedin.com/in/sachini-pathumika-95821a28b>

Personal Details

- **Name with Initials**
W.Sachini Pathumika
- **Date of Birth**
26th of March 2003
- **National Identity Card No**
200358610086
- **Civil Status**
Unmarried

Skills

- HROperations & Administration
- HRIS / HRMS Management
- Payroll Processing
- Attendance & Leave Management
- Employee Relations
- Recruitment & Onboarding
- Employee Records Management
- HR Documentation
- Labour Law & Compliance
- Employee Engagement
- Staff Coordination
- HR Policy & Procedure Implementation

Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Workspace
- Payroll & Attendance Systems
- HRIS / HRMS
- Data Management & Reporting
- AI Tools

Languages

- English (Proficiency)
- Sinhala (Fluent)
- Tamil (Basic)

Professional Qualification

Chartered Institute of Personnel Management of Sri Lanka - CIPM

CIHRM Level
Currently Following | 2026 – Present

Diploma In Human Resource Management

IHRM Campus | Vocational Training Authority (VTA)
Successfully Completed | 2023 - 2024

Diploma In English

SANIT Campus
Currently Following | 2026 - Present

Education

Bachelor of Management (Hons) in Human Resource Management

Open University of Sri Lanka
Currently Following | Level 4

2023 -Present

G C E Advance Level (Art Stream)

Anula Vidyalaya - Nugegoda
Index No-2202760
Successfully Passed

2022

G C E Ordinary Level

Anula Vidyalaya - Nugegoda
Index No-90239164
Successfully Passed

2019

References

Dr. Yoshitha Hettiarchchi
Founder IHRM Campus
Malabe, Sri Lanka.
Mobile:-+94 777 402953

Mrs.Harshani Gampalage,
Assistant Manager,
Browns Engeneering Pvt Ltd.
Mobile:-+94 713 618 073

ACCURACY OF INFORMATION

I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge and belief.

Signature

Date