



CONTACT ME

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Horana, Sri Lanka

PROFESSIONAL QUALIFICATIONS

Diploma in Professional HRM

CIPM | 2025 - Merit Pass

Certificate in Computer Web Designing

Ministry of Education | 2014

ACHIEVEMENTS



1st Place at Poem writing

Art Association, Faculty of Management Studies, SUSL | 2018



2nd Place at High Jump

Under 13
Annual Sport Meet
Taxila Central College

REFERENCES

Mr. Chamara Danushka

+94 77 522 1318
Regional Executive
Cambridge College of British English

Mr. Udara Lakmal

+94 76 455 2313
Regional Manager - DEX
Daraz, Sri Lanka

Sasee Dissanayake

HR & Administration professional with over 5 years of experience in recruitment support, office administration, and finance operations. Experienced in ERP systems, SAP data management, employee relations, and cross-functional coordination. CIPM-qualified professional seeking opportunities in HR, Finance, People Operations, and Administration.

WORK EXPERIENCE

MASTER FINANCE ADMINISTRATIVE OFFICER 07/2024 - 05/2026

Look after overall demand & supply sections of the branch + finance section

Cambridge College of British English | Horana

HR & ADMINISTRATION ASSISTANT 11/2021 - 06/2024

(On-boarding/ Off boarding/ HRIS / Grievance handling/ Microsoft Excel

Daraz | Horana

JUNIOR ERP CONSULTANT 04/2021 - 10/2021

(Project documentation, including requirements gathering & testing)

Designsoft (Pvt) Ltd | Colombo 7

INTERN - SUPPLY CHAIN DEPARTMENT 03/2020 - 10/2020

(Document handling, Data gathering & entering through SAP system)

Piramal Glass Ceylon PLC | Horana

EDUCATION

B.Sc.Hons in EcoBusiness Management (Second Class - Lower Division)

Faculty of Management Studies, Sabaragamuwa University of Sri Lanka |

2016 - 2020

G.C.E. (A/L) Examination

Taxila Central College, Horana | 2014

'A' passes for Economics and Business Studies, 'B' pass for Accounting and 'C' pass for General English.

G.C.E. (O/L) Examination

Taxila Central College, Horana | 2010

'7 A's and 2 B's including Mathematics (A) English (A) and Science (B).

PROJECTS

Cleaner Production Assessment

Faculty of Management Studies, SUSL | 2020

Keeping accounts for monetary savings from reduction of paper wastage

Bodyline (Pvt) Ltd, Horana | 2018

CSR project

Cleaning programme at Pahanthudawa Waterfall, Belihul oya | 2018

LEADERSHIP & TEAMWORK

- Student Committee Member

Investors' Day organized by Department of Accountancy & Finance, SUSL

- Member

Gavel Club, Faculty of Management Studies, SUSL

- Member

Girl Guides Association of Sri Lanka