

SHAKILA JAYASINGHE

HR BUSINESS PARTNER



Dedicated and results-oriented HR professional with experience in HR operations, recruitment, employee relations, attendance management, onboarding, compliance, and administration. Skilled in HR documentation, employee records, management coordination, and supporting efficient day-to-day HR operations. Organized, approachable, and committed to building positive workplace relationships through effective communication, problem-solving, and mutual respect.



WORK EXPERIENCE

HR EXECUTIVE

2026 SEP.

Port City BPO

Contributed to Port City BPO (Pvt) Ltd. is an CPCEC-authorized joint venture between Aitken Spence PLC and IRIS Corporation Berhad specializing in elite BPO services.

- Supported recruitment and selection activities, including coordination and candidate documentation.
- Induction and cooperate awareness
- Handled EPF & ETF-related processes and maintained employee documentation.
- Coordinated with foreign management and internal stakeholders on company rules, labour-related requirements and HR matters.

Associate Employee Relations

2025 - 2026

Port City BPO

- Supported recruitment and Onboarding process.
- EPF & ETF documentation
- Coordinated with foreign management and internal stakeholders on company rules, labour-related requirements and HR matters.
- Supported employee relations and general administrative activities in a multicultural work environment.

HR Officer

2024 - 2025

Hettigoda Industries (Pvt) Ltd

A leading manufacturer of Ayurvedic products, revolutionizing indigenous medicine and transforming the landscape of Ayurveda.

- Maintained and updated employee personnel files, records, and HR databases for the entire Wadduwa Resort.
- Coordinated and conducted executive induction programmes to support effective onboarding and integration of new employees.
- Participate for recruitments
- Prepare Executive JDs

IT Coordinator

2024 - 2025

Richard Pieris & Company PLC

Richard Pieris & Company PLC is a leading diversified Sri Lankan conglomerate with over 93 years of experience across multiple industries (retail, plantations, rubber, tyres, insurance, financial services, manufacturing, construction, and logistics)

- Reported directly to the Group Chief IT Officer and coordinated executive meetings and secretary to Group Chief IT Officer
- Prepared meeting minutes, managed documentation
- Administrative and coordination support through out internal & external parties
- Exposure on working with executive staff

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EDUCATION

2025

CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM)

- Chartered Intermediate Level

2021

CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM)

- Diploma in Professional HRM

2017

HUMAN RESOURCE MANAGEMENT INSTITUTE (HRMI)

- Pearson Assured Diploma in Human Resource Management



CORE COMPETENCIES

- HR Operations & Administration
- Seratarial Exposure
- Recruitment & Selection
- Onboarding & Induction
- Employee Relations & Grievance Support
- Attendance & Employee Records
- EPF & ETF Documentation
- Offer & Appointment Letters
- HR Compliance & Documentation
- Cross-Functional Coordination



REFERENCE

Mr. Abdul Gafoor

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