



Udara Wijesiri

Nationality: Sri Lankan **Date of birth:** 06/10/1993 **Place of birth:** Sri Lanka

Phone number: (+94) 754124165 **Email address:** udarasaman007@gmail.com

Whatsapp Messenger: +94754124165

LinkedIn: [udara-wijesiri-685354aa](https://www.linkedin.com/in/udara-wijesiri-685354aa)

Home: 9/23, pirivena road, boralesgamuwa, 10290 Colombo (Sri Lanka), (Sri Lanka)

ABOUT ME

I'm Udara , Udara wijesiri. A self-motivated and smart-working officer with experience in all aspects of sales & HR career. Ability to use own initiative and work as part of a team. Proven leadership skills, including managing and mitigating other staff to achieve company objectives. As a effective communicator at all levels with good problem solving.

WORK EXPERIENCE

Asia Broadcasting Corporation (pvt) Ltd – colombo, Sri Lanka

City: colombo | **Country:** Sri Lanka

Senior Executive HR & Admin

[22/01/2025 – Current]

1. Monitoring of attendance, leave balances, Lateness.
2. Handling monthly payroll.
3. preparing monthly reports.
4. Handling daily admin issues
5. Preparing and issuing appointment, confirmation, service letters & preparing personal files.
6. Handling company special projects and events.
7. Handling employees daily issues.

Universal Labels – Colombo, Sri Lanka

City: Colombo | **Country:** Sri Lanka

Human Resources Executive

[11/05/2022 – 15/01/2025]

1. Monitoring of attendance, leave balances, Lateness.
2. Handling monthly payroll.
3. preparing monthly reports.
4. sending manual attendance of employees and leave applications.
5. Preparing and issuing appointment, confirmation, service letters & preparing personal files.
6. Handling company special projects and events.
7. Handling employees daily issues.
8. Updating company HRIS system(PBSS).

Richard Pieris – Colombo, Sri Lanka

City: Colombo | **Country:** Sri Lanka

Human Resource Assistant

[13/11/2009 – 02/07/2022]

1. Monitoring of attendance, leave balances, Lateness.
2. preparation of monthly OT details & figures.
3. Handling Monthly payroll.
4. Updating company HRIS system (HSenid)
5. Handling company special projects and events.

6. Handling employee Daily Issues.
7. Supporting to company Recruitment and selection.
8. monitoring complex CCTV camera.

 Chartered Institute of Personal Management Srilanka. – Colombo, Sri Lanka

City: Colombo | Country: Sri Lanka

Trainee coordinator

[02/2019 – 08/2019]

1. Provide relevant information to the participant of the training programs organized by the division.
2. Attending to logistic arrangements of training programs organized.
3. Ensure website updates on the training programming liaise with IT staff.
4. Photo coverage of the program conducted by the division.
5. photocopying of training material to be distributed.
6. Attending to participants registrations of training program conducted.
7. Preparation of schedules for issuance of participation certificates for training participants.
8. updating and maintaining office files relating to corporate trainings.

 Palm Beach Hotel – Colombo, Sri Lanka

City: Colombo | Country: Sri Lanka

Receptionist

[04/2015 – 10/2015]

1. Greeting and welcoming visitors
2. Answering phone calls
3. Managing appointments

 The Long Beach Resort & SPA – Galle, Sri Lanka

City: Galle | Country: Sri Lanka

Trainee Receptionist

[05/2014 – 10/2014]

1. Learning and mastering the receptionist's duties
2. Greeting and welcoming visitors
3. Answering phone calls
4. Managing appointments

EDUCATION AND TRAINING

Certificate Level Course in Human Resource Management (CCHRM)

Chartered Institute of Personal Management [2018]

City: Colombo | Country: Sri Lanka | Website: <https://www.cipmlk.org>

Galle, Sri Lanka English Language Course (Preliminary)

Jesuit Academy [2012]

City: Galle | Country: Sri Lanka | Website: <https://www.jesuitacademy.org>

Certificate Level Front Office Course

Sri Lanka Institute of Tourism & Hotel Management [2013]

City: Galle | Country: Sri Lanka | Website: <https://www.slithm.edu.lk>

Foundation Level Course in Human Resource Management (FCHRM)

Chartered Institute of Personal Management Srilanka [2017]

City: Colombo | Country: Sri Lanka | Website: <https://www.cipmlk.org>

Chartered Qualification in Human Resource Management (CQHRM) - Graduated

Chartered Institute of Personal Management Srilanka. [2023]

City: Colombo | Country: Sri Lanka | Website: <https://www.cipmlk.org/>

RECOMMENDATIONS

Name: **Mr.R.D.A.Lenard** | The Lecture in charge,Front office department, S.L.I.T.H.M.

(LCHSGA,MIMSL,Gra .SLTHM, DBMA (IMSL) PDDBA

(Uni - Ruhuna) MBA)

Phone number: (+94) 777911053

Name: **Mr.H.K.W. Chandana** | The Senior Lecturer Front Office Operation S.L.I.T.H.M. Koggala

(MCHSGA.Gra. S.L.I.T.H.M)

Email: wasanthahettige@gmail.com | Phone number: (+94) 773816210