

UTHPALA JAYASHAN

Human Resource Executive.

Padukka, Sri Lanka.
uthpalajayashan18@gmail.com
1997-05-18

+94 768848070
SRI LANKAN
linkedin.com/in/uthpala-jayashan-275780341



Summary

Customer-focused and professionally presented Cabin Crew candidate with over three years of experience in human resources and employee support. Experienced in communicating with people from diverse backgrounds, resolving workplace concerns, maintaining confidential information, coordinating interviews, and completing time-sensitive administrative tasks accurately. Recognized for professionalism, teamwork, adaptability, attention to detail, and the ability to remain calm under pressure. Fluent in Sinhala with professional English communication skills. Eager to contribute to passenger safety, comfort, and an exceptional onboard experience.

Professional Experience

- 05/2023 – Present
Meegoda ,Sri Lanka

Human Resources Executive, Garment Services Meegoda (Pvt) Ltd
 - Communicate professionally with employees, managers, candidates, banks, and external service providers.
 - Respond to employee inquiries and resolve workplace concerns with patience, discretion, and professionalism.
 - Coordinate interviews and guide candidates throughout the selection process.
 - Work collaboratively with different departments to support smooth daily operations.
 - Maintain accurate and confidential employee records using digital HR and payroll systems.
 - Process payroll, attendance, leave, loans, gratuity, EPF and ETF documentation within strict deadlines.
 - Follow company policies and statutory procedures while maintaining a high level of accuracy.
 - Coordinate employee transportation and related administrative arrangements.
 - Manage multiple responsibilities effectively in a fast-paced working environment
- 01/2022 – 04/2023
Padukka ,Sri Lanka.

Human Resources Assistant, Spencer Denim (Pvt) Ltd | 2022–2023
 - Provided professional assistance to employees and responded to day-to-day inquiries.
 - Supported payroll, attendance monitoring and employee documentation.
 - Maintained confidentiality when handling personal and financial information.
 - Assisted with interviews and communicated with candidates professionally.
 - Prepared gratuity, ABH, EPF and ETF documents accurately.
 - Worked closely with the HR team to meet deadlines and maintain compliance.
 - Adapted to changing priorities while completing tasks efficiently and accurately.

Education

- 2026 – Present
Sri Lanka

Chartered Institute of Personnel Management , Sri Lanka,
Chartered Intermediate in Human Resource Management
- 2025 – 2026
Maharagama, Sri Lanka.

Chartered Institute of Personnel Management Sri Lanka,
Diploma in Professional Human Resource Management
- 2022 – 2023
Gampaha ,Sri Lanka

IMBS Green Campus, Diploma in Human Resource Management
- 2023 – 2024
Gampaha ,Sri Lanka

IPTAD SRI LANKA, Certificate in Payroll Management

Skills

– Computer and Payroll Systems | Documentation and Record Management | Adaptability and Flexibility | Customer Service and Passenger Care | Safety and Procedure Compliance | Team Collaboration | Cultural Awareness | Professional Grooming and Presentation | Emergency Awareness | Problem-Solving | Attention to Detail

Languages

Sinhala ● ● ● ● ● English ● ● ● ● ●

References

- MR DULITH RAJAPAKSHE, Bank Excecutive, National Savings Bank**
+94 771587622
- MR CHAMARA WALIKANNA, HR Manager, Timex Garment (Pvt) Ltd.**
+94 772662821