



ANUSHI BASNAYAKE

PROFILE

Versatile and motivated professional with experience in management, administration, and technical support. Skilled in streamlining operations, coordinating teams, handling documentation, and supporting HR functions. Experienced in HR coordination, reporting, project support, and process improvement, with a strong ability to adapt to dynamic work environments.

PROFESSIONAL EXPERIENCE

Human Resource Intern – Uga Chena Huts - 2026 March – 2026 July

- Assisted with recruitment and onboarding of new employees
- Maintained employee records and updated HR databases.
- Supported attendance, leave, and payroll documentation.
- Prepared offer letters, employment documents, and personnel files

Management Associate – Trillium Property Management & Services (Pvt) Ltd. & Trillium Boutique City Hotel.

May 2023 – November 2024

- Maintained employee files and handled HR Documentation Hotel & Head office
- Checked Staff Duty Roster & monitored attendance Hotel Operation.
- Assisted with item ordering, purchase records and Inventory documentation.
- Manage Supplier Coordination, Item Orders and Invoice Handling.
- Processed EPF / ETF Documents Hotel & Head Office.
- Handling the Recruitment Process Hotel Operation

Junior Academic Operation – European Nation Campus

October 2022 - April 2023

- Manage a Student Learning Management System Website.
- Organize and coordinate academic activities.
- Provide guidance and support to students' academic tasks.
- Assisting with the Examination timetable schedule.
- Checked and recorded student assignments.

Technical Intern (Consumption Team)

MAS Intimates (Pvt) Ltd. Ratmalana

September 2020 – May 2021

- Gain Knowledge and created model payment.
- Daily Updating Pre-Production Schedule.
- Daily Updating Digital Tech Pack Score Card.
- Gain Knowledge and enter data sample material into PLM Software.
- Learned Fabric Consumption.
- Learned Basic Knowledge in Sewing Machine.

CONTACT

Address

28/1 Water Tank Road,
Hindagoda, Badulla.



Phone number

0707767870



Email

anushibasnayake56@gmail.com

SKILLS

- Human Resources & Administration
- Computer Proficiency
- Effective Communication
- Teamwork
- HR Systems & Tools

LANGUAGES

Sinhala
English

LINKEDLN

<https://www.linkedin.com/in/anushi-madushani-4792a6277>

EDUCATION

- **Graduate a BSc. Social Sciences – 2018 to 2022**

Subject areas: HRM, Psychology, Basic Statistics, English etc.

General Sir John Kotelawala Defense University.

- **Diploma of Human Resource Management – 2020 to 2021**

Human Resource Management Institute.

- **G.C.E. Advance Level Examination – 2017 (Art Stream)**

B/Vihara Maha Devi Balika Vidyalaya.

Subjects: Geography – B, History – C, Political Science – C

- **G.C.E. Ordinary Level Examination – 2014**

B/Vihara Maha Devi Balika Vidyalaya.

A-1, B-1, C-6, S-1

PROFESSIONAL QUALIFICATION

- Computing and information (NVQ Level 04) - NAITA (Incomplete).
- Certificate in English (03 months - Sun – Ray English Academy.
- Executive Certificate of Employment Law - Chartered Institute of Personnel Management (04 months)
- Basic Certificate English Course - Sri Lanka English Language Graduates association.
- Advance Certificate English Course - Sri Lanka English Language Graduates association.
- Dhamma School Final Exam – Passed
- A/L GIT Exam - Passed
- German Language Course (A1) Level - Goethe Institute (Progress)

NON-RELATED REFERENCES

Ms.Sujeewa Hearath
Executive Consumption
MAS Intimates (Pvt)Ltd.
Rathmalana.
Tel: 077 061 3257

Mr.G.K.K.Gamlath
Assistant HR Manager
Ninewells Hospital
Colombo 05.
Tel: 077 3141033