

ASHARA MATHARAGE

CONTACT

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- 578/A Pitipana South, Kiriwattuduwa, Homagama.
- <https://www.linkedin.com/in/ashara-teshani-matharage-023970239/>

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Sinhala
- Tamil

REFERENCE

Ushan Kumar
Smart Succession Services PVT LTD
Senior HR Executive
Phone: 077 594 3659
Email: ushan1220@gmail.com



PROFILE

HR & Admin Assistant with practical experience in HR operations, administration, and employee support. Completed a comprehensive HR internship and currently involved in key HR functions including recruitment, payroll and EPF/ETF support, document and agreement preparation, and employee file management. Holds a First Class Honours BSc in International Management and Business from Plymouth University, complemented by professional HR qualifications such as ACHRM and DPHRM, and currently pursuing CIHRM. Known for strong communication skills, attention to detail, and the ability to manage multiple HR and administrative tasks efficiently in dynamic work environments.



WORK EXPERIENCE

- HeadmastersHR - HR&Admin Assistant** 2025 JULY - 2026 JULY
 - Skilled in creating HR agreements, letters, and official documents with accuracy and confidentiality.
 - Experienced in maintaining and organizing employee personal files and HR records.
 - Supports payroll processing along with EPF/ETF documentation and compliance activities.
 - Assists in planning, coordinating, and documenting training and development programs.
 - Handles day-to-day administrative activities including correspondence, office coordination, and record management.
 - Provides end-to-end support in recruitment processes including job posting, shortlisting, scheduling, and onboarding.
- Smart Succession Service PVT LTD - HR Intern** 2025 JAN - 2025 JULY
 - Assisted in recruiting candidates through resume screening and initial interviews.
 - Coordinated employee engagement activities to promote workplace culture and collaboration.
 - Conducted research on HR best practices to enhance departmental efficiency and effectiveness.
 - Assisted in compiling reports on employee attendance.
 - Organized files and documentation to ensure compliance with company policies and regulations.
 - Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
 - Performed administrative tasks such as filing paperwork or entering data into databases.
 - Provided support in developing and maintaining employee files, including onboarding paperwork and other documents.
 - Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
 - Analyzed employment-related data and prepared reports.



EDUCATION

- NSBM Green university** 2026-2028
Master of Business Administration (MBA)
- Plymouth university** 2022-2025
First Class Honours, BSc (Hons) International Management & Business
- CIPM**
 - ACHRM course 2023- 2023
 - DPHRM course 2024-2024
 - CIHRM course Reading
- Advanced Level - Lumbini College Colombo 05 (5171229)** 2021
Business studies - A, Accounting - B, Economic -C
Z core - 1.1275
- O/L - President's College Homagama (80484636)** 2018
All subjects successfully passed.