

# BASKARAN NIROSHAN

## HR & Admin Professional

15<sup>th</sup> Mile post Bibile Road Passara, Badulla, Sri Lanka | 076 560 8880 |  
niroshan.baskaran18@gmail.com LinkedIn: [www.linkedin.com/in/baskaran-niroshan3a64bb253](https://www.linkedin.com/in/baskaran-niroshan3a64bb253)

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### PROFESSIONAL SUMMARY

Dedicated and meticulous HR professional with two years of experience in HR and administration and employee relations within the apparel manufacturing industry. Skilled in end-to-end HRIS management, onboarding, performance appraisal coordination, and recruitment. Proven ability to support management with data-driven HR reports, ensure statutory compliance, and foster a positive work culture through effective problem-solving.

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### WORK EXPERIENCE

#### HR & Admin Staff | Hirdaramani Industries (PVT) LTD | 2024 – Present

- Managed end-to-end recruitment for more than 100 candidates improved the onboarding process leading to a decrease in the time spent on new-hire orientations, facilitated employee relations and managed queries with 95% satisfaction, and ensured maintenance of employee records and compliance with zero audit issues.
- Managed manpower planning, recruitment, and resource allocation." Forecasted and maintained manpower requirements across departments, reducing hiring costs and minimizing skill gaps. Planned and executed manpower requirements to ensure optimal staffing levels and operational efficiency.
- Manage employee master data including new hires, resignations, promotions, and salary revisions within HCM and MI HCM systems.
- Utilize MS Excel to prepare comprehensive HR reports, including Absenteeism reports, salary analysis, overtime costs, headcount, and variance reports to support executive decision-making.
- Resolve employee payroll queries professionally while ensuring 100% compliance with company policies and labor laws.
- Collaborate on strategies to mitigate absenteeism and labor turnover through proactive industrial relations.
- Ensured 100% accuracy in arranging employee documents, including salary confirmations, service letters, and EPF/ETF-related paperwork.

#### HR Trainee Assistant | Jay Jay Mills (PVT) LTD | 2023 – 2024

- Tracked attendance and leave data, providing accurate summaries to the payroll department for processing via HCM and MINT HRM.
  - Maintained high standards of confidentiality while managing employee records and utilizing HRIS for data entry.
  - Supported the HR team in organizing employee engagement activities, training sessions, and internal corporate events.
  - Gained foundational knowledge in labor regulations and HR policy implementation.
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## EDUCATION

### **Bachelor of Science in Business Management (Spec. HR Management)**

The Horizon Campus, Sri Lanka | 2021 – 2024

### **Diploma in Human Resource Development & Office Administration (In Progress)**

The Chiththa Advanced Psychological Studies / The Open Institute of Sri Lanka

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## TECHNICAL SKILLS & LANGUAGES

**HRIS & Software:** HCM, MI HCM, MINT HRM, VNResource KPI Management, AX Inventory Management.

**Tools:** Microsoft 365 (Expert in Excel, Word, PowerPoint).

**Core Competencies:** Payroll Administration, Employee Relations, Event Management, Talent acquisition, Performance tracking, and Reporting.

**Languages:** English, Sinhala, Tamil (Trilingual).

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## NON-RELATED REFERENCES

### **Mr. Chathum Rathnayaka**

Washing Sample and Development Manager  
Hirdaramani Industries (PVT) LTD - Seethawaka  
(+94) 71 583 2888

### **Mr. W.A. Lisil Hasmin**

Assistant Manager - Social Compliance & Sustainability  
Crystal Martin Ceylon (PVT) LTD  
(+94) 70 382 1050