



Bhanuka Premarathna

CONTACTS



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PROFILE

Currently working as Executive – HR at related apparel Organization. I perceive myself as an innovative, dynamic young individual with a flair for teamwork and drive to achieve personal and company goals. I am self-motivated in challenging tasks in environments where I have to interact with different individuals and groups.



PERSONAL DETAILS

Name : Manobolage Bhanuka Mihiranga Premarathna
Date of Birth : 28th August 1996
Gender : Male
Nationality : Sri Lankan
NIC No : 962412149 V
School : Maliyadeva College Kurunegala.



EMPLOYMENT HISTORY

Executive - HR

2023 October - Present

[TBS International \(PVT\) Ltd.](#)

[No: 54/A, Wanaluwawa South, Wanaluwawa, Dompe.](#)

- ❖ Lead the full recruitment life cycle, from sourcing strategies, talent recruitment, & acquisition to interview preparation & on boarding. Conducted Selection Processes.
- ❖ Organized and led induction programs to facilitate smooth onboarding.
- ❖ Maintain & update employee personal files and employee records.
- ❖ Conducted essential trainings, including fire safety and first aid, to ensure workplace preparedness.
- ❖ Managed payroll operations efficiently, ensuring timely and accurate payments. & handled EPF and ETF contributions.
- ❖ Organized welfare initiatives.
- ❖ Coordinated employee insurance programs to enhance benefits.
- ❖ Monitored and evaluated employee performance to drive continuous improvement and development.
- ❖ Administered disciplinary procedures and actions to maintain workplace standards.
- ❖ Managed grievance handling processes, including maintaining grievance records and facilitating problem-solving sessions.
- ❖ Fostered positive employee relations through regular engagement and support initiatives.
- ❖ Coordinated corporate social responsibility (CSR) projects to support local communities.
- ❖ Liaised with local authorities to ensure compliance with regulations and facilitate collaboration.
- ❖ Supervised cleaning and security teams to maintain workplace standards and security.
- ❖ Supportive Part of Compliance – Health & safety committee and Sustainability Team.
- ❖ Organized and Presented Company Events.

PERSONAL SKILLS

Team Work

Time Management

Ability to work

Creativity

Responsibility

Leadership

Presentation Skill

LANGUAGES

SINHALA

ENGLISH

TAMIL

Junior Executive HR

2023 April – 2023 September

[TBS International \(PVT\) Ltd.](#)

[No: 54/A, Wanaluwawa South, Wanaluwawa, Dompe.](#)

HR Industrial Plant Trainee

2022 August – 2023 February

[Michelin Lanka \(PVT\) Ltd.](#)

[\(Camso Loadstar \(PVT\) Ltd\), Minuwangoda Road, Ekala.](#)

- ❖ Experience in Recruitment & Selection process
- ❖ Exposure in Onboarding programs
- ❖ Man Power Planning
- ❖ Exposure in Training Needs Analysis
- ❖ Skill Development process
- ❖ Coordinate Training programs
 - HR training
 - Engineering Skill up programs
 - Safety Awareness programs
 - 5S concept/ Lean/ TLBO
 - Induction programs
- ❖ Engaged with HRIS systems
- ❖ Experience in Performance Evaluation process
- ❖ Participated Disciplinary action procedure
- ❖ Support to manage Industrial Trainees Welfare facilities, Time & Attendance, Compensation & Benefits
- ❖ Support Event Management in CSR projects and Festival functions, Sport Day.

Trainee Computer Operator

2018 January – 2018 June

[Ministry of road, Transport, Housing and construction industrial and Rural Development North Western Province](#)

- ❖ Engaged with MS Office package.



PROFESSIONAL QUALIFICATIONS

- ❖ Following Professional Qualification in Human Resources Management (PQHRM) course in CIPM
- ❖ (Certificate course) in Chartered Institute of Personnel Management- 2019

REFERENCES

Mr. Lakshman Mahesh
Assistant Manager – Human
Resources
TBS International (PVT) Ltd.
No: 54/A, Wanaluwawa South,
Wanaluwawa, Dompe.
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Mr. Yasiru Vidanapathirana
Engineer – Training & Development
Central Engineering Division
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Mrs. M.R.F Aqeela Ijas
Lecturer (Prob) in HRM
Department of Human resources
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University of Vavuniya.
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EDUCATION

- ❖ Bachelor of Business Management Degree in Vavuniya Campus, University of Jaffna.
- ❖ Diploma in English at National Youth Service Council - 2018
- ❖ Diploma in English At British way English Academy – 2016
- ❖ Certificate course in Information & Communication Technology at National Youth Service Council - 2018
- ❖ Passed G.C.E. (A/L) Examination - 2017
- ❖ Passed G.C.E. (O/L) Examination - 2012
- ❖ Passed G.C.E. (O/L) Examination 2018 (Tamil) with C
- ❖ Passed Baudhdha Dharmacharya Examination in 2018



EXTRA-CURRICULAR ACTIVITIES

- ❖ Common Union Member – Student union, University of Vavuniya 2019-2020
- ❖ Member of Volleyball team - Faculty of Business Studies
- ❖ Former child Member - Ranwala Padanama
- ❖ Former Member – Rupavahini Muthuhara lama samajaya
- ❖ Participated “Sarasavi Prathibha” Inter University Competition – 2019

Maliyadeva College

- ❖ Vice Secretary - Drama society 2014-2015
- ❖ Committee Member -Art society 2014
- ❖ Committee Member - Media Unit 2013- 2015
- ❖ Member - Junior Eastern Band 2005



ACHIEVEMENTS

- ❖ 1st place All Island school Drama competition 2013
- ❖ Best Actress – “Thunkal Dekma” Drama Festival 2006
- ❖ Best supporting Actor - Junior Prize giving 2008
- ❖ 1st place Dancing at Provincial level in 2010
- ❖ Participated "Rajya Lama Natya Ulela" - 2011

I hereby certify that the particulars furnished by me are true and correct to the best of my knowledge.

M.B.M Premarathana