

Chamodya Medhawani

Executive Human Resources



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071 088 6159



281/B/16, Warawaththa, Raigama,
Bandaragama

Dynamic, enthusiastic, and dependable HR professional seeking a Senior Executive position, equipped with strong experience in HR operations, recruitment, employee relations, and performance management. Passionate about driving HR strategies that enhance employee engagement and organizational effectiveness. Committed to delivering high-quality HR solutions, maintaining confidentiality and professionalism, and contributing to a positive, efficient, and people-centered workplace culture.

Experience

NextHire Solutions - Executive Talent Acquisitions (Head Hunter)

2025 Sept-Present

Hirdaramani Industries | Kahathuduwa - Human Resources Executive - Talent Acquisitions

2024 Dec- 2025 Aug

- Manage recruitment and onboarding processes for Wages Board and Shop & Office cadres.
- Maintain and organize employee personal files with accuracy and confidentiality.
- Handle VOP letters and oversee all aspects of HR administration.
- Proficient in utilizing HRIS and MIHCM systems for efficient HR operations.

Forte Machinery (PVT) Ltd , Horana - Human Resources & Administration Executive

2024 Jan- 2024 Dec

- Oversee the full employee lifecycle, from recruitment to off boarding (Technical & Non Technical Recruitment.)
- Promote a positive work culture by addressing employee concerns, enhancing engagement, and supporting well-being initiatives.
- Manage monthly payroll, travel arrangements, expense reimbursements, maintain accurate HR administrative records and Grievance Handling.
- Plan and implement HR strategies with a strong emphasis on Learning and Development by maintaining the annual training calendar, updating internal and external trainer databases, and ensuring all training records are properly documented and accessible.

Eco Spindles (PVT)Ltd, Horana Export Processing Zone - HR & Admin Assistant

2022 Dec- 2024 Jan

- Supporting all the HR activities in the company.
- Responsible for ensuring Janitorial Maintain in proper manner.
- Responsible for maintaining, controlling and monitoring the use of company owned and hired vehicles in proper and efficient manner.
- Agreement renewal, Visitor Hosting(Local & International) & Security Management.
- Liaise with the Local Authorities, Board of Investment, and other Government Authorities, ensuring that no complaints are received or penalties are levied with regard to non-compliance of activities, lack of licenses, non-renewable of permits etc.,
- Coordinate and implement training programs in collaboration with the Head Office, and maintain accurate training records for all staff and Wages Board employees

Island Dairies (Pvt) Ltd, Kegalle - Trinee Quality Controller (Undergraduate Trainee)

2022 Jan- 2022 Aug

Education

■ Swarna Jayanthi National Collage , Kegalle	2003-2016
■ Sabaragamuwa University of Sri Lanka	2017-2022
■ BSc.(Hons) Business Management 2nd Class Lower Division	

Skills

- Recruitment and talent acquisition
- HR operations and HRIS management
- Payroll and attendance coordination
- Employee relations and grievance handling
- Performance management support
- Training and development coordination
- HR policy implementation and compliance
- Knowledge of labor laws and regulations
- Strong communication and interpersonal skills
- Leadership, problem-solving, and decision-making

Professional Qualifications

- Chartered Institute of Personal Management (CIPM) Executive certificate in HR Analytics (ECHRA) .
- Chartered Institute of Personal Management (CIPM) Advanced Certificate in Human Resource Management (ACHRM).
- Followed the ISO 22000/HACCP hygiene & food safety course conducted by Colombo Bartender & Barista School .
- Followed the two month " Basic Certificate Course in Barista Skills " conducted by Colombo Bartender & Barista School .

Achievements

- University Ambassador of G17 UAC-Sri Lanka representing Sustainable Development Goal No: 10 (Reduce Inequalities)
- 3rd place of Research e-poster Presentation organized by Sabaragamuwa University of Sri Lanka.
- 2nd place from Agri-Food Innova competition under university category organized by Sabaragamuwa University of Sri Lanka.

Extra- Curricular Activities

- Former member of Makoto Juku Karate Sri Lanka.
- Former secretary of commerce society of Swarna Jayanthi National Collage .
- Former Secretary of Literature Society of Swarna Jayanthi National Collage.
- 2nd place of 400*4 relay , 3rd place of volleyball and participated school cricket team , Elle team & Throw ball matches .

Languages

- Sinhala
- English

References

- Up on a Request