

Chamodya Medhawani

Executive Human Resources



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281B/16, Warawaththa, Raigama, Bandaragama
, Sri Lanka

Results-driven Human Resources professional with over 3 years of experience in Talent Acquisition, HR Operations, Employee Relations, Payroll Administration, Training & Development, and HR Administration. Experienced in managing end-to-end recruitment processes, employee on-boarding, performance management support, grievance handling, and HR compliance. Proficient in HRIS and MIHCM systems with a strong ability to build positive workplace cultures, support organizational growth, and drive employee engagement initiatives. Committed to delivering strategic HR solutions while maintaining the highest standards of professionalism and confidentiality.

Experience

- NextHire Solutions - Talent Acquisitions Specialist (Head Hunter)** *2025 Sept-Present*
 - Manage end-to-end recruitment processes for clients across multiple industries.
 - Source, screen, interview, and shortlist qualified candidates.
 - Build strong relationships with clients and candidates to ensure successful placements
- 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.
 - Well-versed in handling all HR, ER, and compliance-related tasks from time to time.
- 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, Basic Compliance tasks 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*
 - Assisted in daily HR and administration functions.
 - Coordinated employee training programs and maintained training records.
 - Managed company vehicle administration and utilization records.
 - Supported visitor coordination for local and international guests.
 - Assisted in security management and facility administration.
 - Liaised with local authorities, Board of Investment, and government institutions regarding regulatory compliance, permits, and licenses.
- Island Dairies (Pvt) Ltd, Kegalle - Trainee Quality Controller** *2022 Jan- 2022 Aug*
(Undergraduate Trainee)

Education

- Swarna Jayanthi National Collage , Kegalle,Sri Lanka 2003-2016
- Sabaragamuwa University of Sri Lanka 2017-2022
 - Bachelor of Science (Honors) in Business Management
 - Second 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

Profestional Qualifications

- Executive Certificate in HR Analytics (ECHRA) – Chartered Institute of Personnel Management (CIPM)
- Advanced Certificate in Human Resource Management (ACHRM) – Chartered Institute of Personnel Management (CIPM)
- 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

- 3rd Place – Research E-Poster Presentation, Sabaragamuwa University of Sri Lanka
- 2nd Place – Agri-Food Innova Competition (University Category)
- University Ambassador – G17 UAC Sri Lanka (SDG 10: Reduced Inequalities)

Extra- Curricular Activities

- Former Secretary – Commerce Society
- Former Secretary – Literature Society
- Former Member – Makoto Juku Karate Sri Lanka
- Active participation in sports including volleyball, cricket, relay events, Elle, and throwball

Languages

- Sinhala – Native Proficiency
- English – Professional Working Proficiency

References

- Up on a Request