



CHARMI DESHANI

HR Profession

Motivated and detail-oriented Human Resource graduate with hands-on experience in HR operations, talent acquisition support, and training coordination. Proven ability to manage employee records, support recruitment processes, and contribute to HR analytics and reporting. Seeking to develop a career as an HR Business Partner by aligning HR practices with organizational goals and enhancing employee experience.

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📅 03, October 2001



WORK EXPERIENCE

HRBP - Assistant

Hayleys Fentons Limited

12/2025 – Present

Supported the HR Business Partner function by assisting in aligning HR practices with business objectives, providing operational HR support, and ensuring smooth execution of HR processes across assigned departments.

Main tasks

HR Business Partnering Support

- Assisted the HR Business Partner in implementing HR strategies aligned with business objectives
- Acted as a liaison between HR and line departments to handle day-to-day HR matters
- Handled employee inquiries related to HR policies, procedures, and benefits
- Supported employee relations by assisting in resolving issues and escalating complex cases
- Coordinated performance appraisal processes and ensured timely completion of evaluations
- Maintained and updated employee performance records and supported performance improvement plans
- Assisted in recruitment activities including interview scheduling and candidate coordination
- Supported onboarding processes such as documentation, inductions, and employee integration
- Maintained accurate employee records including attendance, leave, and personal data
- Updated HR systems (HRIS/IFS) with employee information and organizational changes
- Prepared HR-related letters including appointments, confirmations, transfers, and disciplinary notices
- Ensured compliance with company policies and labor regulations
- Coordinated training programs and maintained training attendance and records
- Supported learning and development initiatives based on departmental needs
- Collected and analyzed HR data such as turnover, absenteeism, and headcount
- Prepared HR reports and dashboards to support management decision-making
- Assisted in payroll processes by verifying attendance, leave, and overtime data
- Supported employee engagement and welfare activities to enhance workplace culture
- Maintained confidentiality of sensitive employee information at all times
- Provided administrative support for HR meetings, projects, and departmental activities.



SKILLS

Employee Life Cycle Management
Recruitment & Selection
Employee Onboarding
Training & Development Coordination
Employee Engagement & Welfare Activities
HR Administration
Performance Appraisal Support
HRIS & Data Management
Leave & Attendance Management
Policy Implementation Support
Internal Communication
MS Office (Excel, Word, PowerPoint)



SOFT SKILLS

Adaptability & Learning Agility
Time Management
Strong Communication Skills
Interpersonal Relationship Building
Problem-Solving and Critical Thinking
Positive Attitude and Work Ethic



LANGUAGES

English
Professional Working Proficiency
Sinhala
Native or Bilingual Proficiency

WORK EXPERIENCE

HR Intern

South Asia Gateway Terminals (Pvt) Ltd, Colombo, Sri Lanka

04/2025 – 10/2025

Completed a six-month internship in the Talent Acquisition Team at SAGT, gaining hands-on experience in end-to-end recruitment processes, employer branding initiatives, and administrative coordination to support organizational talent needs.

Main tasks

Talent Acquisition

- Assisted in end-to-end recruitment activities for both operational and office-level positions
- Drafted and posted job advertisements on internal and external recruitment platforms
- Screened CVs and shortlisted suitable candidates according to job requirements
- Coordinated interview schedules between candidates, hiring managers, and panel members
- Prepared interview-related documentation such as evaluation sheets and candidate summaries
- Participated in conducting preliminary candidate screenings over the phone
- Followed up with candidates regarding interview outcomes and documentation requirements
- Supported onboarding processes by coordinating medicals, security clearance, and orientation sessions
- Maintained and updated candidate databases and recruitment trackers accurately
- Assisted in compiling monthly recruitment progress and headcount reports for management
- Contributed to internship and trainee recruitment programs in coordination with HRD and line departments
- Participated in career fairs and employer branding activities representing SAGT HR team.

Other tasks

- Supported onboarding and induction programs to ensure smooth integration of new employees into the organization.
- Contributed to the planning and execution of employee engagement and welfare activities to enhance workplace culture.
- Prepared and updated HR reports, performance evaluations, and employee databases with high accuracy.
- Ensured confidentiality of employee data and compliance with HR policies and regulations.
- Participated in departmental meetings, providing administrative support and suggesting process improvements.
- Assisted payroll processing by verifying attendance, leave, and overtime data.
- Helped organize training sessions, workshops, and HR development programs for staff across departments.



EDUCATION

Bachelor of Science (Honors) in Human Resource Management (Special)

Faculty of Management Studies and Commerce
University of Sri Jayewardenepura, Sri Lanka

2022 - 2025

Current GPA - 3.81

Completed G.C.E Advanced Level Examination, Sri Lanka - Commerce Stream

Anula Vidyalaya, Nugegoda, Sri Lanka 2020

- Accounting - A
- Economics - A
- Business Studies - A

Completed G.C.E Ordinary Level Examination, Sri Lanka

Anula Vidyalaya, Nugegoda, Sri Lanka 2017
7As and 2Bs



REFERENCES

Prof. G.D.N. Perera
Professor
Department of Human Resources Management
Faculty of Management Studies and Commerce University of Sri Jayewardenepura, Sri Lanka.

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Prof. P. Jayasekara

Professor
Department of Human Resources Management
Faculty of Management Studies and Commerce University of Sri Jayewardenepura, Sri Lanka

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WORK EXPERIENCE

HR Intern - Training and Development

Singer Sri Lanka PLC – Colombo, Sri Lanka

02/2025 - 04/2025

Main tasks

Training and Developments

- Supported the coordination and administration of internal and external training programs across all departments.
- Maintained accurate training records and updated the Learning Management System (LMS) with employee training data.
- Collected and analyzed post-training feedback to evaluate program effectiveness and identify areas for improvement.
- Coordinated logistics for training sessions, including scheduling, venue preparation, and communication with participants.
- Helped identify employee skill gaps through data analysis and supported competency development initiatives.
- Provided administrative and clerical support to the HR Development and Learning team.
- Participated in performance appraisal processes and supported employee competency assessments.
- Assisted in preparing training materials, attendance registers, and completion certificates.

Audit Trainee (Full-time)

Udaya Jayasekera & Company, Sri Lanka

2021 - 2022

Main tasks

- Conducted audit fieldwork under supervision, ensuring compliance with established accounting and auditing standards.
- Reviewed financial statements, ledgers, and supporting documentation for accuracy and completeness.
- Prepared detailed audit working papers and schedules for senior auditor review.
- Performed bank reconciliations, cash counts, and stock verifications to confirm financial accuracy.
- Assisted in the preparation of audit and management reports summarizing key findings and recommendations.
- Identified accounting discrepancies, control weaknesses, and potential areas for risk mitigation.
- Supported tax computation, filing, and statutory compliance for corporate and individual clients.



RESEARCH EXPERIENCE

Undergraduate Thesis Research

“Impact of Work-Life Balance on Employee Retention Among Executive-Level Employees in a Hybrid Work Environment”

University of Sri Jayewardenepura | 2025-2026

- Conducted an independent quantitative research study examining the relationship between work-life balance and employee retention in hybrid work settings.
- Focused on executive-level employees and the impact of flexible work arrangements on retention intentions and employee wellbeing.
- Applied survey-based data collection and statistical analysis techniques.
- Findings contributed to understanding sustainable workforce management in hybrid workplaces.

Conference Publications & Presentations

A.A.C. Deshani (2026).

“Impact of Work-Life Balance on Employee Retention Among Executive-Level Employees in a Hybrid Work Environment.”

Presented at the Annual Research Symposium, University of Sri Jayewardenepura.



CERTIFICATES

- Spoken English Course School for English (SVS) Sri Lanka 2021 |
Successfully Completed
- Certificate in English Saegis Campus, Sri Lanka 2018 | Successfully completed
- Certificate in Information and Communication Technology Siksil Institute of
Business & Technology (SIBT) Sri Lanka 2018



PROFESSIONAL QUALIFICATIONS

Institute of Chartered Accountants of Sri Lanka (ICASL) 2020 – Present

- Business Level 1: Completed
- Business Level 2: Currently pursuing

Member of the Association of Accounting Technicians (MAAT)
Association of Accounting Technicians of Sri Lanka (AATSL) Year of
Membership: 2023

Associate Member of the Association of HR Professionals (AHRP): 2025



DECLARATION

I hereby declare that the above-mentioned information is true and accurate to the best of my knowledge and belief. I take full responsibility for the correctness of the details provided.