

CHETHANA MADUSHANI LEWIS

Panadura, Sri Lanka

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cheythana.lewiz@icloud.com

PROFESSIONAL SUMMERY

Dedicated and results-oriented HR professional with experience in HR operations, Recruitment, Payroll coordination, employee relations, and HR administration. Experienced in handling attendance management, leave administration, EPF/ETF coordination, and employee documentation while ensuring compliance with company policies and labor regulations. Skilled in communication, problem-solving, team coordination, and maintaining positive employee relationships. Capable of managing multiple HR functions efficiently in fast-paced working environment while supporting organizational goals and employee development

CORE COMPETENCIES

Human Resources Management

- Recruitment & Selection
- Onboarding & Orientation
- HR Operations & Administration
- Employee Record Management

Payroll & Attendance Management

- Payroll Coordination
 - Attendance & Leave Management
 - Overtime Monitoring
- EPF/ETF Administration

Compliance & Documentation

- Labor Law Compliance
- HR Documentation
- Report Preparation
- Policy Implementation

Technical Skills

- MS Office Package
- HRIS/HR Systems
- Email Communication
- Data & File Management

PROFESSIONAL EXPERIENCE

HR & ADMIN EXECUTIVE

Rajaputhra Group of Companies – Colombo 02

January 2024 – April 2026

Key Responsibilities & Achievements:

- Managed overall HR operations including recruitment, onboarding, and employee relations
- Coordinated payroll processing, attendance, leave management, overtime, EPF/ETF, and salary documentation
- Maintained employee records, HR databases, and confidential documentation
- Prepared HR letters, contracts, warning letters, and other employee-related documents
- Handled disciplinary procedures, employee grievances, and counseling matters professionally
- Assisted management in implementing HR policies, procedures and labor law compliance.
- Coordinated performance appraisal and employee evaluation processes
- Conducted recruitment interviews and supported manpower planning activities
- Managed employee engagement and workplace culture initiatives
- Prepared monthly HR reports and administrative documentation
- Coordinated training and development programs for employees
- Worked closely with departments heads to ensure smooth HR and operational functions
- Supervised junior HR staff and supported daily HR administrative activities

HR EXECUTIVE

ISSO Restaurants (Pvt) – Battaramulla

April 2022 – Dec 2023

- Managed end-to-end recruitment and onboarding processes
- Maintained employee attendance, leave, and personal records
- Coordinated payroll preparation, overtime, EPF/ETF, and salary-related documentation
- Handled employee relations, grievances, disciplinary actions, and counselling support
- Prepared HR Letters, contracts, warning letters and other HR Documentation
- Assisted in performance appraisal and employee evaluation processes
- Ensured compliance with company policies and Sri Lankan labor regulations
- Coordinated training and employee development activities
- Supported daily HR operations and administrative functions
- Maintained HR database, reports and confidential employee information
- Worked closely with departments managers to fulfill manpower requirements
- Monitored employee attendance, absenteeism, and shifts scheduling
- Assisted in implementing HR policies and operational improvements
- Supported employee engagement and workplace culture initiatives
- Handled communication between management and employees professionally

HR EXECUTIVE – HR / DOCUMENTATION

Care Clean Master (Pvt) Ltd – Moratuwa

December 2020 – April 2022

- Maintained employee records and HR documentation
- Supported payroll and overtime processing
- Handled EPF/ETF registration
- Assisted in onboarding and administrative HR tasks

JUNIOR EXECUTIVE

Perks Clothing (Pvt) Ltd – Ratmalana

September 2016 – May 2019

- Assisted in payroll and overtime processing
- Maintained HR documentation and employee records
- Supported EPF/ETF registration processes
- Coordinated employee welfare activities

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- Higher National Diploma (HND) in Professional Human Resources Management – Ongoing
Human Resources Management Institute
Expected Completion - March, 2027
- Diploma in HRM (DPHRM) – CIPM, Sri Lanka
- Advanced Certificate in HRM (ACHRM) – CIPM, Sri Lanka
- Foundation Certificate in HRM (FCHRM) – CIPM, Sri Lanka
- GCE Advanced Level Examination
- GCE Ordinary Level Examination

KEY STRENGTHS

- Strong attention to detail and accuracy
- Ability to manage multiple tasks and deadlines
- Excellent interpersonal & communication skills
- High level of confidentiality and professionalism

REFEREES

Ms. Rashmi Thewarapperuma
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