



Dewmini Piyumika Kaluarachchi



444/4, Premathilaka Mawatha,
Meemana, Pokunuwita



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PERSONAL INFORMATION

Date of Birth: 16th September 2000

NIC: 200076003873

Gender: Female

Marital Status: Single

Nationality: Sri Lankan

SKILLS

- HR Operations: Recruitment, onboarding, employee relations
- Training & Development: Program coordination and facilitation
- Communication: Fluent in English (written and verbal)
- Organizational Skills: Record-keeping, time management, and multitasking
- Software Proficiency: MS Office (Word, Excel, PowerPoint)
- Interpersonal Skills: Counseling, team collaboration, and conflict resolution

LANGUAGES

- English – Fluent
- Sinhala – Native language

SUMMARY

Dedicated and detail-oriented HR professional with hands-on experience in human resource assistance and training within dynamic organizational settings. Skilled in employee support, HR processes, and professional development, with a strong educational background in Human Resource Development and ongoing Chartered qualification from CIPM. Passionate about fostering positive workplace environments and contributing to organizational growth.

WORK EXPERIENCE

Human Resource Senior Assistant

Naturub Group of Companies

April 3, 2023 – Present

- Supported HR operations including recruitment, onboarding, and employee record management.
- Assisted in coordinating training programs and employee development initiatives.
- Collaborated with teams to ensure compliance with company policies and procedures.
- Provided administrative support for payroll and performance evaluation processes.

In-Plant Trainee

Naturub Group of Companies

March 1, 2022 – March 1, 2023

- Gained practical exposure to HR functions, including talent acquisition and employee engagement activities.
- Assisted in organizing internal training sessions and maintaining HR documentation.
- Developed foundational skills in HR processes under the supervision of senior HR staff.

Quality Checker

Bondville Pvt. Ltd

December 2, 2020 – February 28, 2022

EDUCATION

Bachelor of Science in Counseling & Psychology (Reading)

LPEC Campus

Chartered Qualification in Human Resource Management (Reading)

Chartered Institute of Personnel Management (CIPM)

Chartered Intermediate in Human Resource Management

Chartered Institute of Personnel Management (CIPM)

Completed

Diploma in Human Resource Management

Chartered Institute of Personnel Management (CIPM)

Completed

Advanced Certificate Course in Human Resource Development

Chartered Institute of Personnel Management (CIPM)

Completed

Diploma in English

SITC University

Completed