



DHARANI NARANKOTUWA

HUMAN RESOURCES

WORK EXPERIENCE

HSBC | Mireka Towers

HR & RECRUITMENT EXECUTIVE

Oct 2023

Till Date

- Managed end-to-end employee lifecycle processes including onboarding, confirmations, Promotions, and offboarding
- Maintained accurate and up-to-date employee records in HR systems (HRIS/SAP) ensuring data integrity
- Coordinated recruitment activities including job postings, CV screening, interview scheduling, and candidate communication
- Executed bulk hiring campaigns to meet high-volume recruitment demands within strict timelines
- Collaborated with hiring managers to understand workforce requirements and ensure timely hiring delivery
- Managed client relationships by aligning HR services with client expectations and maintaining SLA compliance
- Provided regular updates and reports to clients on recruitment and HR operations performance
- Conducted employee verification processes including background checks, reference checks, and document validation
- Prepared and validated payroll inputs such as attendance, leave, overtime, and employee data changes
- Supported monthly payroll processing while ensuring accuracy and compliance with policies
- Responded to employee queries related to payroll, benefits, and HR policies within defined SLAs
- Ensured compliance with company policies, labor laws, and audit requirements during HR operations
- Generated HR reports and tracked key metrics such as attendance, turnover, and SLA performance
- Identified process gaps and implemented improvements to enhance HR service delivery and operational efficiency

Businessfocus360 Pvt Ltd | Dehiwala

HR & SALES AND MARKETING EXECUTIVE

June 2023

Oct 2023

- Managed end-to-end recruitment, including sourcing, interviewing, and onboarding employees
- Maintained HR records, attendance, and supported payroll and compliance processes
- Handled employee relations, performance management, and training coordination
- Identified and developed new business opportunities to meet sales targets
- Built and maintained strong client relationships to drive customer retention
- Prepared proposals, conducted presentations, and successfully closed sales deals
- Planned and executed marketing campaigns across digital and offline channels
- Managed social media platforms and created engaging promotional content
- Conducted market research to analyze trends and customer needs

ABOUT

A highly self-motivated and enthusiastic individual. I am a highly flexible person who can adapt to diverse and challenging environments. A strong team player who thrives in an environment that supports teamwork. Looking to propel my career within a dynamic organization, which will provide an opportunity to keep the first step towards achieving my career goals.

CONTACT

PHONE:

+94 702132220

EMAIL:

Dharaninarankotuwa02@gmail.com

ADDRESS:

No.15, Doragamuwa, Wattagama.

DATE OF BIRTH:

20 June 2002

MARITAL STATUS:

Single

SCHOOL:

Greenhill International Kandy

Language Skills

English – Professional

Sinhala – Professional

Korean – Intermediate

Training certifications

- Risk Management Training from Businessfocus360 Pvt Ltd

Skills and Qualifications:

- Strong leadership and management skills.
- Excellent communication, interpersonal, and negotiation skills.
- Strategic thinking and problem-solving abilities.
- In-depth knowledge of HR policies, practices, and employment laws.
- Experience in talent management, performance appraisal, and employee development.
- Proficiency in HRIS, ATS, and other HR software.
- Track record of delivering results and driving continuous improvement in HR processes
- Ability to work collaboratively with cross-functional teams and stakeholders.

Extracurricular Activities

- Participated in International school competitions for group dancing and singing, securing 2nd place in the Central Province
- Attended Dhamma school and participated in solo singing competitions, securing 2nd place in the Central Province
- Won awards and certificates at sports meets and annual prize giving's, recognizing
- achievements in athletics and other disciplines.

REFERENCES

Joel Perera
HR Generalist
World Vision Lanka
0772388835

Bathiya Jayathilake
HSBC
Assistant Manager - HR
0779051821

I hereby certify that the information given above is correct to the best of my knowledge and trust and that I have not withheld any information, which might reasonably be calculated to adversely affect my suitability for employment

Dharani Narankotuwa

EDUCATION

Following – Advanced Certificate in Human Resources Management (CIPM) | Colombo
January 2026

Diploma in Business Administration ICBT | Kandy
April 2023

G.C.E. Advanced Level | Private | Kandy
August 2022

Foundation Course in Human Resources Management (CIPM) | Kandy
March 2019

G.C.E. Ordinary Level Examination | Private | Kandy
Dec 2018

Pearson Edexcel International GCSE | Greenhill International | Kandy
June 2018

Cambridge English Level 1 Certificate in ESOL International | University of Cambridge | Kandy
June 2017

Cambridge English Level 1 Certificate in ESOL International (First) | University of Cambridge | Kandy
Dec 2016

Pearson Assured – Computer Pioneers
Advanced Computing Year 7
November 2016

English for Life | Gateway Language Centre | Kandy
August 2016

Key Responsibilities and Achievements:

- Developed and implemented HR strategies aligned with organizational goals and objectives.
- Led talent acquisition efforts, including recruitment, selection, and onboarding processes, resulting in a diverse and high-performing workforce.
- Implemented performance management systems and processes to drive employee development, engagement, and retention.
- Led initiatives to enhance employee relations, resolve conflicts, and promote a positive work environment.
- Developed and enforced HR policies, procedures, and compliance with employment laws and regulations.
- Conducted training and development programs to enhance employee skills, productivity, and job satisfaction.
- Managed compensation and benefits programs, including salary structures, incentives, and employee wellness initiatives.

SKILLS

People & Culture / Business Partnering	● ● ● ● ●	HR Strategy & Planning	● ● ● ● ●
Sri Lankan Labor Laws & Compliance	● ● ● ● ●	Payroll & Benefits Administration	● ● ● ● ●
Cultural Sensitivity & Diversity	● ● ● ● ●	Training, Teaching & Development	● ● ● ● ●
Stakeholder Management	● ● ● ● ●	High Emotional Intelligence (EQ)	● ● ● ● ●

TECHNICAL SKILLS

- HR Connect / HR Direct / PeoplesHR/ Success Factors / Eight Fold
- Trakstar/ LinkedIn Talent Insights/ Kofax / QuickBooks Payroll
- Slack / Microsoft Teams / Zoom / Google Workspace
- Microsoft Office / Power BI
- Canva / Trello