



DILHARA DHANANJAYA

Junior Executive – HR & Administration.

PROFILE

Motivated and results-driven HR Professional with comprehensive expertise in Human Resource Management. Skilled in employee engagement, HR operations, and fostering positive workplace culture. Possessing strong interpersonal and communication skills, I am committed to continuous professional growth while actively contributing to organizational success and development.

WORK EXPERIENCE



❖ **Junior Executive – HR & Administration (2025 Sept – Present)**

❖ **Assistant – HR & Administration (2024 Sept – 2025 Sept)**

Lalan Rubbers (Pvt) Ltd -Bulathsinhala.

- Manage recruitment Process, Including Job Posting, Screening, Interview Coordinating, Onboarding.
- Handle payroll processing, Including Attendance Management, Salary Calculation, Overtime, Deduction.
- Prepare HR Documents.
- Maintain accurate and up to date Employee record, HRIS System and Personal Files.
- Prepare Assisted and Scanning Payments for 2 Plantation.
- Plan and Coordinate company event, Training programs and Employee engagement activities.
- Employees Insurance, Transport, EPF/ETF handling.
- Provide HR Administrative support including report preparation.
- Address employee Grievances, conduct investigation when required and assist in disciplinary actions.

❖ **HR Intern at Hayleys Fabric PLC (2024 Jan – 2024 Sept)**

- Managed HR Data Management System (DMS)
- Supported recruitment: screening & interviews
- Assisted in onboarding, orientation & induction
- Conducted training & employee development sessions
- Participated in employee engagement & HR projects
- Maintained attendance & HRIS records
- Supported disciplinary procedures & exit interviews
- Performed HR admin tasks & project coordination



CONTACT ME

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Horahena Road, Kamburawala, Baduraliya.

SKILLS

Handling DMS

MS Office package

Teamwork

Target Oriented

LANGUAGES

English

Sinhala

REFERENCES

Mr. Chathuranga Thalpage
Senior Manager,
Human Resources & Administration
Hayleys Fabric PLC
Phone : 034 2297100

Mr. Muditha Gunathunga
Assistant Manager,
Human Resources & Administration
Hayleys Fabric PLC
Phone : 077 2578728

EDUCATION

BM(Hon.) Human Resource Management

Faculty of Management
KAATSU International University

G.C.E. Advanced Level Examination.

WP/MT. Kamburawala National Collage – Baduraliya **2019**

G.C.E. Ordinary Level Examination.

WP/MT. Kamburawala National Collage – Baduraliya **2016**

PROFESSIONAL QUALIFICATION

Diploma in Information & Communication Technology - 2021
Esoft Metro Collage

Diploma in English - 2021
Esoft Metro Collage

Advance Certificate in English (Honor Pass) - 2020
British way English Academy

Diploma in Psychology - 2023
SITC Campus

PROJECTS

Participated in Market Research of Novel Recruitment Methods for Futuristic HR Functions – (2022)

As a research project on modern recruitment methods for futuristic HR functions, this research aims to find out the modern recruitment method for attracting top talent employees for the company and how to effect modern recruitment methods and technology to attract top talent employees for the company.

PROFESSIONAL MEMBERSHIP

Member of Leo Club in KIU
Member of event organization team 7th Batch in KIU

I hereby certify that the particulars by me in this application and are true accurate to the best of my knowledge.



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Date

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Signature