



Dinithi Inasha

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PROFILE

I am a fast-learning and dedicated HR professional with a BSc (Special) Degree in Human Resource Management. I have one year of experience as an HR Intern and currently work as a Junior HR Executive in the hotel industry. Known for being proactive, friendly, and reliable, I adapt well to fast-paced environments and continuously seek opportunities to grow and learn.

WORK EXPERIENCE

Feb 2025 –

INSIGHT RESORT, AHANGAMA – JUNIOR HR EXECUTIVE

Present

- **Attendance & Payroll Support:** Monitoring daily attendance, leave records, and accurately updating the payroll system to maintain reliable employee data. Supporting payroll operations by maintaining accurate employee attendance records, including updates related to new hires, resignations, and overall attendance monitoring. Supported monthly payroll processing by preparing attendance reports, submitting accurate no-pay (NOPAY) lists to the Accounts Department, and calculating overtime (OT) to ensure timely and accurate salary payments.
- **Recruitment & Interview Coordination :** Handling the end-to-end hiring process, including posting job advertisements, screening applications, scheduling interviews, and communicating with candidates and hiring managers to ensure smooth recruitment.
- **Employee Orientation & Onboarding :** Welcoming new employees, introducing them to company culture and policies, preparing onboarding documents, and ensuring they are comfortably settled into their roles.
- **Personnel File Managementt :** Organizing and maintaining employee records such as contracts, performance reviews, and personal details both in physical and digital formats to ensure confidentiality and compliance.
- **Staff Welfare & Engagement :** Activities Supporting employee well-being by coordinating welfare initiatives, resolving staff concerns, and promoting a positive work environment.
- **Event Planning & Coordination :** Organizing staff events such as training programs, celebrations, or team-building activities by managing logistics, communication, and execution of the event plan.
- Maintaining employee contract records, arranging service break documentation, preparing employee evaluation forms, coordinating with Heads of Departments for approval, and ensuring contract letters are issued on time

Feb 2024 –

PLENTY FOODS (PVT) LTD, RATHAMALANA – HR INTERN

Dec 2024

- Maintained and organized employee personal files to ensure accuracy and compliance.
- Coordinated and streamlined onboarding and offboarding processes for smooth employee transitions.

- Administered payroll operations and generated accurate HR reports.
- Distributed pay slips efficiently while addressing employee payroll queries.
- Updated and managed employee personal records and attendance data in the HRIS system.

EDUCATION

2025 January	BSc in Human Resource Management (Special) - 02 nd Class Upper Division Faculty of Management Studies and Commerce University of Sri Jayawardenapura (2019/2020 batch)
2019	General Certificates of Education (A/L) Examination (2019) 3 A's - Commerce Stream (Accounting, Economics, Business Studies) Sangamitta Balika Vidyalaya, Galle District rank – 62
2016	General Certificates of Education (O/L) Examination (2016) 6A's 2 B's C (Mathematics , Science , Buddhist , Sinhala ,History , Civic, ICT, Art, English) Mabotuwana Kanishta Vidyalaya , Galle

CERTIFICATE

- Presently following CIPM Professional HRM Course (Online) – Chartered Institute of Personnel Management, Sri Lanka

SKILLS

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| <ul style="list-style-type: none"> • Excellent Communication & Interpersonal Skills • Strong Organizational and Time Management Abilities | <ul style="list-style-type: none"> • Detail-Oriented and Reliable • Team Player with a Positive Attitude • Quick Learner with a Commitment to Continuous Improvement |
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EXTRA CURRICULUM ACTIVITIES

- Member of the Career Skills Development Society (CSDS), University of Sri Jayewardenepura
- Active team member of the HR Abiman Project
- Active team member of the HR Ape Iskole Project

REFERENCE

Mrs. Senisha De Silva
Former Head of HR and CRM
NKAR Travel & Tours (pvt) Ltd.
Phone : 077 672 4976

Dr. Padmini Jayasekara
University Of Sri Jayawardanapura
Phone : 0714912919
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DECLARATION

I hereby certify the information furnished above is true and accurate to my knowledge.

Your sincerely,
Dinithi Inasha