



DULARI DURSHIKA

Human Resources Professional

CONTACT ME

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📍 297/8 Kottawaththa Road
Wewita Bandaragama

EDUCATION

**Chartered Institute of
Personnel Management Sri Lanka
(CIPM)**

Chartered Qualification in Human
Resource Management

Executive Certificate in Employment
Law
(ECEL)

SKILLS

- Payroll Management
- Employee relations
- Procedures, and conflict resolution techniques
- HR technology - Familiarity with HR software, including HRIS, ATS
- Data analysis and reporting
- Compliance: Knowledge of employment law, regulations, and policies to ensure compliance with legal and regulatory requirements.
- Leadership and management

LANGUAGE

- English
- Sinhala

SUMMARY

Results-driven HR professional with over 5 years of experience in the Apparel and Corporate sector. Skilled in Payroll Management, Employee Engagement, and HR Operations, with a strong focus on process improvement and compliance.

WORK EXPERIENCE

HR Executive - Salary Administration

2023 - Up today

LAUGFS Holdings Ltd

- Manage end-to-end monthly payroll processing for multiple companies within the group, ensuring timely and accurate salary payments.
- Ensure 100% compliance with EPF, ETF, PAYE tax, and labor regulations.
- Oversee annual bonus cycles, salary increments, and final settlements.
- Prepare payroll reports and conduct monthly payroll reconciliations.
- Act as the primary point of contact for employee queries related to compensation and benefits.

HR Assistant

2020 - 2023

Timex Garments (Pvt) Ltd

- Maintain and update employee personal files and HR documentation (appointment, increment, warning letters, and notices).
- Handle B-Card registration and EPF/ETF claim processes.
- Prepare and submit daily employee dashboards, including absenteeism and headcount reports for management.
- Conduct employee orientation and manage onboarding and offboarding processes.
- Organize training programs and company events, including CSR projects and annual celebrations.

Intern - HR

2020

Timex Garments (Pvt) Ltd

REFERENCES

Mrs. Iresha Aluthge
HR Consultant

Phone: 0765783074

Email: ireshaal@gmail.com

Mrs. Wasana Thilini
GM - Group Salary Administration

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