



GAYATHRI RUPASINGHE

HR Business Partner | People Operations | Organizational Excellence

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PROFESSIONAL SUMMARY

Results-driven HR Business Partner with 6+ years of progressive experience across full-cycle HR operations, talent acquisition, HRIS administration, payroll processing, and HR policy development. Proven ability to align human capital strategies with organizational goals, lead KPI-based performance management cycles, and maintain full statutory compliance with labor law. Experienced in partnering with senior leadership and department heads to drive employee engagement, workforce planning, and organizational effectiveness. Actively contributes to people development through internal training sessions and speeches covering labor law, performance management, and HR best practices.

CORE COMPETENCIES

HR Management • HRIS Administration • Talent Acquisition & Onboarding • Payroll Administration • Employee Relations • Performance Management (KPIs) • Labor Law & Statutory Compliance • HR Policy Development • Workforce Planning • Succession Planning • Employee Welfare Programs • Disciplinary Management • Stakeholder Management • HR Data Analytics • Training Facilitation • Leadership & Team Development

PROFESSIONAL EXPERIENCE

HR Business Partner | Great Designer (Pvt) Ltd

2024 – Present

- Lead end-to-end HR operations covering recruitment, onboarding, employee relations, performance management, and offboarding for the full organization.
- Administer HRIS platform maintaining accuracy of employee records, documentation, and database integrity across all departments.
- Process full-cycle payroll and ensure statutory compliance with all labor law regulations, eliminating compliance gaps.
- Develop, implement, and periodically review HR policies and procedures aligned with organizational objectives and industry best practices.
- Partner with department heads to identify workforce needs, conduct job analysis, and execute talent management strategies.
- Design and lead employee engagement initiatives that improve staff retention and strengthen organizational culture.
- Facilitate internal training sessions and HR awareness speeches for employees and management across all levels.

Human Resources Executive | Lotus Tower Management Company (Pvt) Ltd

2022 – 2024

- Led full-cycle talent acquisition — job posting, CV screening, structured interviewing, and onboarding — consistently meeting hiring timelines.
- Administered payroll via HRIS, ensuring accuracy in salary processing, statutory deductions (EPF/ETF), and compliance reporting.
- Coordinated KPI-based performance appraisal cycles; coached managers on evaluation best practices and employee development planning.
- Managed employee relations including grievances, disciplinary procedures, and resignations in strict compliance with Sri Lanka labor law.

- Designed and delivered employee welfare programs that contributed to measurable improvements in workplace satisfaction scores.
- Supported strategic HR planning, succession planning, and workforce management initiatives aligned with business growth targets.
- Generated HR data analytics reports and dashboards for senior management, enabling data-driven workforce decisions.

Human Resources Administrator | Riviksal (Pvt) Ltd

2020 – 2022

- Managed full payroll processing cycle and maintained accurate employee documentation, contracts, and personnel records.
- Handled HR operations for internal staff and coordinated with international clients on employment-related compliance matters.
- Assisted in end-to-end recruitment, structured employee onboarding, and HR policy implementation across departments.
- Supported CRM activities, stakeholder communication, and cross-functional coordination for smooth HR service delivery.

Office Associate | Riviksal (Pvt) Ltd

2014 – 2017

- Provided administrative and documentation support to management and cross-functional teams, ensuring accurate record-keeping.
- Managed day-to-day office operations and internal workflow coordination, building a strong foundation in business administration.

TRAINING & DEVELOPMENT DELIVERED

Beyond day-to-day HR responsibilities, actively contributed to people development through internal training sessions and speeches at Great Designer (Pvt) Ltd.

Trainings Conducted

- **Performance Appraisal Training for Line Managers**
Covering KPI-setting, evaluation techniques, and constructive feedback delivery.
- **Disciplinary Procedure Awareness Training**
For department heads — covering documentation, show cause letters, and the inquiry process in line with labour law.
- **HRIS Platform Training for Employees**
Covering self-service functions, leave applications, and employee profile management.
- **New Employee Onboarding & Policy Orientation**
Ensuring all new hires understood company culture, HR policies, and statutory compliance requirements.
- **Payroll & Statutory Compliance Awareness Session**
For supervisors — covering EPF, ETF, and salary deduction procedures.

Speeches Delivered

- **Mental Health at the Workplace**
Focused on stress management, burnout prevention, and building a supportive work environment. Grounded in HND background in Counselling.
 - **Employee Rights & Labour Law Basics**
Simplified statutory entitlements, leave rights, and grievance procedures for all staff levels.
 - **"HR as Your Career Partner"**
Delivered at an internal forum to shift employee perception of HR from administrative to strategic support.
 - **Code of Conduct & HR Policy Orientation**
Delivered as part of the structured new employee onboarding process.
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EDUCATION & PROFESSIONAL QUALIFICATIONS

Master of Management Studies (Reading) — University of Colombo	2024 – Present
Executive Diploma in Planning & Labor Law (Reading) — CAPSOI	2024 – Present
Higher National Diploma (HND) in Counseling — NISD	2022
Higher National Diploma (HND) in Human Resource Management — SLIATE	2019 – 2021
Diploma in Graphic Design — Ministry of Education	2019
Diploma in English — Yale College	2018

KEY SKILLS & TOOLS

HRIS & Systems: HRIS Administration, Payroll Processing Systems, Employee Database Management

HR Functions: Talent Acquisition, Onboarding, KPI Performance Management, Employee Relations, Payroll, Compliance

Legal & Policy: Sri Lanka Labor Law, Statutory Compliance (EPF/ETF), HR Policy Development, Disciplinary Procedures

Training: Training Facilitation, Internal Speeches, Performance Appraisal Coaching, HR Awareness Sessions

Soft Skills: Strategic Thinking, Leadership, Stakeholder Management, Negotiation, Communication, Team Development

Additional: HR Data Analytics, Content Writing, Web Research, Public Speaking, Digital Communication

REFERENCES

T.K.R.S. Caldera | HR Manager – Lotus Tower Management Company (Pvt) Ltd
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