



CONTACT

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ADDRESS

No. 46, Welikotuwa,
Govinna

KEY SKILLS

- Payroll Management
- EPF & ETF Handling
- Attendance Systems
- Record Keeping
- Labor Law Knowledge
- Employee Coordination
- MS Office Package
- Time Management

LANGUAGES

- Sinhala: Native
- English: Good
- Tamil: Basic

HASHINI GEEKIYANAGE

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Human Resources Professional with 8 years of hands-on experience as an HR Assistant at Wasana Group of Companies. Proven expertise in end-to-end employee payroll operations, EPF/ETF processing, attendance tracking, and maintaining comprehensive personnel records. Skilled at leveraging office technology to optimize HR workflow, ensuring regulatory compliance, and fostering positive employee relations.

WORK EXPERIENCE

HR Assistant

Wasana Group of Companies | 8 Years Experience

- Executed monthly employee payroll processing with high accuracy and ensured timely submission of EPF and ETF documentation.
- Administered attendance management systems and compiled comprehensive monthly HR reports.
- Acted as a primary point of contact for staff inquiries regarding HR policies, payroll, and leave entitlements.
- Maintained confidential personnel files and updated organizational records systematically.
- Coordinated seamlessly across various internal departments to support smooth day-to-day operations.

EDUCATION & QUALIFICATIONS

Diploma in Human Resources Management

IMBS Green Campus

Labor Law & Business Management (Reading)

The Chiththa Advanced Open Institute of Sri Lanka

G.C.E. Advanced Level

Passes: 2 Credits (C), 1 Simple Pass (S)

REFERENCES

Aruna Priyankara

Group Accountant
Wasana Group of Companies
Phone: 077 8670279
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J.S.K. Hettiarachchi

IT Executive Officer
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