

INOJ ARAVINDA FERNANDO

Human Resources & Administration Professional

HR & Admin Operations | Payroll | Statutory Compliance | Employee Relations | Recruitment | Performance & Development

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PROFESSIONAL SUMMARY

Results-driven Human Resources & Administration professional with progressive experience across financial services, manufacturing and apparel. Currently leading HR and administration for a ~100-employee organization, and previously managed HR for a 25-branch network and a 450–500-employee manufacturing group. Skilled in the full employee lifecycle, including recruitment, payroll, performance appraisals, employee relations and workplace investigations, with 100% payroll accuracy and full compliance with Sri Lankan labour law (EPF, ETF, APIT/PAYE, Stamp Duty, Gratuity). Trusted advisor to COO / CEOs and Directors on workforce planning and policy development, with strong government and regulatory liaison experience. Available for shift-basis work, including weekend HR support.

CORE COMPETENCIES

Talent & Employee Lifecycle: Manpower Planning, Recruitment & Selection, Onboarding, Confirmation, Offboarding, Multi-Branch HR & Administration

Payroll & Attendance: Monthly Payroll, Time & Attendance, Overtime, Leave, Allowances & Deductions, HRIS, Excel-based Payroll Systems

Statutory & Legal Compliance: EPF, ETF, APIT (PAYE), Stamp Duty, Gratuity, Shop & Office Employees Act, Wages Boards Ordinance, Industrial Disputes Act

Employee Relations: Grievance Handling, Disciplinary Inquiries, Workplace Investigations, Labour Tribunal & Police Proceedings Representation

Performance & Development: Appraisal Systems, Talent Reviews, Salary Structuring, Training Needs Analysis, Learning & Development

Engagement & Welfare: Welfare Programs, Medical Scheme Administration, Company Events, Festivals & Recognition Programs

HR Operations & Reporting: HR Policies & SOPs, Records Management, MIS Reporting, Audit & ISO Support, Employment Letter Drafting

Administration: Vehicle Fleet, Facility & Security Management, Vehicle / Staff / Business Insurance, New-Branch Setup

Liaison: Department of Labour, Labour Tribunal, DS Office, Grama Niladhari, Pradeshiya Sabha, Municipal Council

PROFESSIONAL EXPERIENCE

Assistant Manager – Human Resources & Administration

June 2026 – Present

Blendilite (Pvt) Ltd | ~100 employees

- Lead the full HR and Administration function, covering recruitment, onboarding, payroll, statutory compliance and employee relations.
- Establish HR policies, SOPs and reporting structures, partnering with senior management on workforce planning and organizational development.
- Oversee payroll, time & attendance and statutory compliance (EPF, ETF, APIT, Stamp Duty, Gratuity computation), and present monthly HR and administrative reports to senior management.
- Manage administrative operations including facilities, vendor coordination and statutory liaison.

Assistant Manager – Human Resources & Administration

May 2020 – June 2026

Ran Ruwan Gold Loans (Pvt) Ltd | ~100 employees across 25 branches | Reporting to the COO / CEO

- Led full-cycle recruitment — job descriptions, sourcing, interviewing, selection, onboarding and induction — and streamlined the process to reduce hiring turnaround time and improve branch staffing responsiveness.
- Oversaw payroll and time & attendance for all branches using HRIS and Excel-based systems, sustaining 100% accuracy and full compliance with company policy and statutory regulations.
- Ensured compliance with EPF, ETF, APIT (PAYE), Stamp Duty and Gratuity requirements, including gratuity computation, documentation, submissions and reconciliations.
- Managed employee relations, disciplinary procedures and grievance handling with fairness and legal compliance; represented the company in legal inquiries, investigations and police proceedings.
- Administered the performance appraisal system and partnered with senior management on annual salary reviews, increments and bonus structures.

- Controlled absenteeism, overtime and leave to strengthen productivity and policy compliance.
- Prepared and presented monthly HR and administrative reports to senior management; safeguarded employee files and HR records in line with audit and legal requirements.
- Planned welfare programs, engagement initiatives, company events and the medical scheme (enrollment, claims, inquiries); identified training needs and coordinated learning & development across the network.
- Drafted and issued all employment documentation — appointment, confirmation, warning, transfer and increment letters.
- Directed branch maintenance, security administration and new-branch setup (staffing and facility readiness).
- Liaised with the Department of Labour and local authorities (DS Office, Grama Niladhari, Pradeshiya Sabha, Municipal Council) on labour and statutory matters.

Group Executive – HR & Administration

Feb 2012 – Feb 2019

Minuki Group of Companies (Shoe Manufacturing) | 450–500 employees | Reporting to the MD

- Ran daily HR operations — payroll, time & attendance, leave and overtime — for a 450–500-employee group using HRIS and Excel-based systems, with 100% payroll accuracy.
- Directed full-cycle recruitment and maintained EPF, ETF, Stamp Duty and Gratuity compliance, including gratuity computation, documentation, submissions and reconciliations.
- Led the grievance-handling and disciplinary process — receiving, investigating and resolving cases, conducting inquiries and counselling — and represented the company in legal inquiries and police proceedings.
- Acted as primary point of contact for staff concerns and workplace conflicts, strengthening employee relations and reducing repeat disciplinary cases.
- Administered performance appraisals, salary and bonus reviews, welfare programs and the medical scheme; coordinated training, engagement events and recognition programs.
- Presented monthly HR reports directly to the Managing Director; maintained HR records for audit purposes and supported ISO certification requirements.
- Managed vehicle, staff and business insurance (renewals, premium tracking, claims) with zero coverage lapses, and coordinated the vehicle fleet — servicing, roadworthiness checks and fuel/mileage tracking for cost control.
- Managed security administration and liaised with the Department of Labour and local authorities on statutory and company requirements.

Executive – HR & Administration

Sep 2008 – Sep 2011

R & J Apparels (Pvt) Ltd | ~500 employees | Apparel Manufacturing

- Handled full-lifecycle recruitment and maintained personal files and HR records for the factory.
- Administered payroll, leave, overtime and attendance for factory staff; ensured EPF, ETF and Gratuity compliance.
- Resolved factory-floor employee relations issues and grievances, maintaining a stable production environment.
- Supported disciplinary investigations, counselling and case documentation; coordinated welfare and engagement initiatives for factory staff.

HR Assistant

Jun 2007 – Sep 2008

Tradesmann SL (Pvt) Ltd | Distribution company | 1,000+ employees

- Supported day-to-day HR administration and operational workflows within the HR department.

PROFESSIONAL QUALIFICATIONS

- Advanced Diploma in Human Resource Management — National Institute of Business Management (NIBM)
- Diploma in Human Resource Management — JMC College, Kollupitiya
- Certificate in Microsoft Office Applications — Oslo Computer College
- Certificate in English Language — Royal Way Institute

EDUCATIONAL QUALIFICATIONS

- G.C.E. Advanced Level (Commerce Stream) — 2003
- G.C.E. Ordinary Level — 2000

PERSONAL INFORMATION

Full Name: Wannakawatta Waduge Inoj Aravinda Fernando

Date of Birth: 09 September 1984 **Gender:** Male **Marital Status:** Married **Nationality:** Sri Lankan

Languages: Sinhala (Native), English (Professional Working Proficiency)

PROFESSIONAL REFEREES

- Mr. Yanaka Kithruwan — Director, Blendilite (Pvt) Ltd — 070 644 8826
- Mr. Nalaka Kularathna — Senior Manager, Human Resources, Lanka Hospitals — 077 510 7051 / 0115 430000