



L. IRESHA MALSHANI

HR Junior Executive | HR Executive

Aranayaka, Mawanella | +94 74 1230 245 |

ireshamalshani12@gmail.com | [linkedin.com/in/IreshaLiyanage](https://www.linkedin.com/in/IreshaLiyanage)

PROFESSIONAL SUMMARY

I am a graduate specializing in BSc (Honours) Degree in Human Resource Management (Passed with second class lower division) at University of Sri Jayewardenepura, with one year hands-on experience in HR operations. I am passionate about pursuing a career as a Human Resource Professional, with a strong enthusiasm for working with people and managing organization resources effectively. I strive to develop innovative HR solutions that enhance both employee engagement and organizational efficiency.

WORK EXPERIENCE

Human Resource Trainee

From 21st of Feb. 2025 to 21st of Aug. 2025

South Asia Gateway Terminals (Pvt) Ltd

- Supported end-to-end HR operations covering recruitment, employee life cycle management, attendance and HRIS administration, employee relations and welfare, and training & development, with hands-on experience in recruitment coordination, HR documentation, employee records, welfare activities, and induction programs.

Junior Executive – Human Resources

From 12th of Jan. 2026 to 11th of Sep. 2026

Abans Finace PLC

- Recruitment & Talent Acquisition**

Managed recruitment activities including identifying manpower requirements, preparing job advertisements, conducting interviews, background verification, hiring, onboarding.

- Employee Dynamics & Employment Movements**

Managed employee movements including promotions, location transfers, department transfers, and designation changes, ensuring timely processing and accurate HR records.

- Employment Records & Personnel File Management**

Prepared, maintained, and updated employee personal files and employment records while ensuring accuracy, completeness, and timely documentation.

- Monthly Payroll Input Administration

Facilitated monthly payroll inputs by providing updated employee movement details and new employee personal and bank account information to the payroll function.

EDUCATION

- B.Sc. (Honors) in Human Resource Management (Passed with second class) - University of Sri Jayewardenepura.

UNIVERSITY PROJECTS

- Event coordinator - HR Ape Iskole
- Team Leader (Event Coordinating)- HR Senehasa (CSR) - Planned and managed event logistics including budgeting, venue coordination, risk management, and post-event reporting, while motivating committee members and ensuring alignment with CSR, sustainability, and ethical practices
- Team Leader - Launched “ The Voice of HR” Annual Magazine
- Committee member of finance team - Strive 2.0

CERTIFICATES

- | | |
|----------------------|-----------------|
| • CA- BL 1 Completed | • School Sports |
| • Colors 2020 | |

APPLICATIONS

- | | |
|-------------------|-------------------|
| • Microsoft Word | • Power BI |
| • Microsoft Excel | • Canva Templates |
| • PowerPoint | |

SKILLS

- | | |
|---------------------------------|-------------------|
| • Public Relations & Leadership | • Time Management |
| • Effective Communication | |

LANGUAGE

English (Basic)	Sinhala (Native or Bilingual)
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REFERENCE

Chamini Anuradha,

Manager – Human Resources.
Abans Finance PLC,
R. A. De Mel Mawatha, Colombo 03.
077-477 4623

Parakrama Galappaththi,

Head of Security and Administration.
South Asia Gateway Terminals (Pvt) Ltd,
Port of Colombo, P.O. 141, Colombo.
077-2457140