



CONTACT

- +94 76 9261580
- ishiranaweera@gmail.com
- 50th Part, Kandalama, Dambulla.

PROFILE INFO

Full Name	-	Pahala Gedara Ishara Lakshani Ranaweera
Date of Birth	-	02/03/2001
Passport No	-	P0424586
Gender	-	Female
Civil Status	-	Unmarried
Nationality	-	Sri Lankan

KEY SKILLS

- HR Administration & Employee Relations
- Recruitment & Onboarding Support
- HR Documentation & Compliance Awareness
- Customer Service & Client Relations
- Strong Communication & Problem-Solving Abilities
- MS Office Proficiency
- Organizational & Time Management Skills

LANGUAGES

- English ★ ★ ★ ★
- Sinhala ★ ★ ★ ★

ABOUT

Aspiring **Human Resource professional** with a strong foundation in **Business Management and Finance**, eager to transition into HR. Experienced in **customer relations, administrative support, and financial operations**, with a keen interest in **HR processes, employee engagement, and organizational development**. Strong analytical skills gained from a finance background, coupled with excellent interpersonal and communication abilities, allow for a structured and data-driven approach to HR functions. Passionate about applying financial acumen to optimize HR strategies and contribute to business success.

WORK EXPERIENCE

HR Executive
Athgira Hotels Group , Sri Lanka (03/2026-06/2026)

- Managed end-to-end recruitment processes, including job postings, candidate screening, interview coordination, and onboarding.
- Processed monthly payroll, ensuring accurate attendance, overtime, leave calculations, and salary preparation.
- Coordinated Training & Development programs, including training schedules, employee participation, and training records.
- Maintained employee records, HR databases, and personnel files.
- Monitored employee attendance, leave management, and workforce administration.
- Assisted in employee relations matters, staff communications, and grievance handling.
- Supported performance management and employee engagement initiatives.
- Ensured compliance with company policies and Sri Lankan labor regulations.
- Prepared HR reports and provided administrative support to management.

HR Executive
Tritech Services & Solutions (Pvt) Ltd, Sri Lanka (03/2025-10/2025)

- Assisted in the recruitment process by screening resumes, scheduling interviews, and maintaining applicant records.
- Maintained employee records and supported HR documentation and filing systems.
- Coordinated onboarding activities, ensuring new hires received proper orientation and training.
- Supported daily administrative HR tasks and responded to employee queries with professionalism and confidentiality.

REFERENCES

Dinesha Hirimuthugoda

Assistant Manager /Ernst & Young
/Rotunda Towers,
No. 109, Galle Road,
Colombo 03, Sri Lanka
Mobile: +94 766873116
Dinesha.Hirimuthugoda@lk.ey.com

Chamara Sooriyaarachchi

W.A Perera & Co (Pvt) Ltd
Assistant Manager
Supply Chain & Procurement
BSC (USJP) MBA (UOM)
Sooriyaarachchi.cs@gmail.com

Public Relationship Officer

Hutch Telecommunication Lanka, Sri Lanka (12/2023 – 02/2025)

- Acted as a liaison between customers and internal departments, enhancing service quality and customer satisfaction.
- Monitored and followed up on customer cases, ensuring timely resolution of inquiries and escalations.
- Maintained strong client relationships through continuous engagement and professional communication.
- Coordinated meetings and discussions to align customer needs with business goals.

Internal Auditor

Rich Light Export Pvt (Ltd), Sri Lanka (09/2021 – 09/2022)

- Conducted internal audits and compliance checks to ensure adherence to company policies.
- Investigated financial discrepancies and provided recommendations for improvements.

EDUCATION & PROFESSIONAL QUALIFICATIONS

HND in Business Management (Specialized in Human Resource Management)

Imperial College of Business Studies - 2025

Professional Certifications & Training

- **Following Business Level 1** at The Institute of Chartered Accountants of Sri Lanka
- **Completed Level 1 at AAT Sri Lanka (2017)**
- **Completed Professional English Course** at Kekirawa English Academy (2021)

EXTRA CURRICULAR & LEADERSHIP ACTIVITIES

- **Secretary, School English Literary Association (2013 - 2014)**
 - Organized and conducted meetings to improve language and leadership skills.
- **Member, School Disciplinary Committee (2015 - 2016)**
 - Assisted in fostering a positive school culture and discipline development.

I hear by certify that above details are true and correct to the best of my knowledge.

Ishara Ranaweera