



MALIKA JAYATHISSA

HR Executive | Talent Acquisition

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented HR professional with over 5 years of experience in human resources operations, talent acquisition, and administration. Proven ability to manage recruitment processes, employee relations, payroll coordination, and HR documentation. Committed to contributing effectively to organizational success through strong interpersonal skills, compliance knowledge, and people-focused HR practices.

WORK EXPERIENCE

HR Executive

Alison's Montessori Asia Pvt Ltd, Horana
September 2024 – Present

HR & Admin Executive

Forsiter Global Services Pvt Ltd, Borella
June 2023 – July 2024

- Managed recruitment and staffing processes, including screening and coordination
- Handled payroll processing, EPF/ETF, compliance records, and HR documentation
- Managed employee relations, staff welfare, and internal events
- Coordinated vendors, quotations, and supervised security and janitorial staff
- Verified and processed administrative bills and service payments

HR Assistant – Talent Acquisition

Paradise Road Group of Companies, Colombo 03
May 2022 – June 2023

- Handled full-cycle recruitment including CV screening, shortlisting, and interview scheduling
- Prepared appointment letters and offer letters
- Managed B-card processing and maintained employee personal files

- Supported onboarding and HR documentation processes

HR Executive

Novachem Lanka Pvt Ltd, Nugegoda
September 2019 – June 2020

- Assisted HR Manager with salary preparation and payroll administration
- Maintained employee personal files and HR records
- Gained hands-on experience using QuickBooks
- Managed staff leave records, office stock, and banking documentation

Administrative Assistant

Rajeeda Holdings Pvt Ltd, Nugegoda
January 2018 – January 2019

- Managed office documentation, attendance, and petty cash
- Handled employee leave records and office equipment
- Managed official calls, customer complaints, and office welfare activities

EDUCATION

Master of Business Administration

Postgraduate Institute of Management (PIM), Colombo - Expected: November 2028

Postgraduate Diploma in Management

Postgraduate Institute of Management (PIM), Colombo - Graduated 2025

PROFESSIONAL QUALIFICATIONS

Chartered Qualification in Human Resource Management – October 2023

Diploma in Training & Human Resource Development – October 2023

Professional Qualification in Human Resource Management – May 2022

Certificate in Human Resource Management (PQ HRM) – January 2017

Foundation HR – Ordinary Level – January 2016

SKILLS

Staffing, Talent Acquisition, HR Operations, Employee Relations, Training & Development,

Communication Skills, Interpersonal Skills, HR Policy Development,

Performance Evaluations, Negotiation Skills

MEMBERSHIPS

Associate Member – Chartered Institute of Personnel Development (CIPD)

Member – PIM Alumni Association (PIMA)

Member – Toastmasters International

REFERENCES

Mr. Dananjaya Ekanayaka,
Group Head of Human Resources & Administration,
Home Lands Skyline (Pvt) Ltd,
0777334246

Mr. Sushantha Alwis,
HR & Operation Manager,
JAT Holdings,
0712096427