

JAYATHU WANNIARACHCHI

BBA HONOURS IN HRM (UOR)

PROFILE

I am a creative minded person who always tries to be reliable. I am always willing to collaborate with a team. I am willing to take on challenges with a positive attitude and embrace change with passion. I value the qualities of honesty, dignity and punctuality in both professional and personal capacities and aspire to be a valuable member of the organization by pushing my limits in achieving the corporate vision.

WORK EXPERIENCE

HR Executive - Abans Electricals PLC, Rathmalana Present

- Assist in the Recruitment Process, & Employee onboarding and relations, Handling the employee's Leaves.
- Engaging in ETF and EPF related activities and participating in the organization's payroll process.

HR Intern - KENT Engineers (Pvt)Ltd 06 Months

- Assist in the recruitment process by sourcing internal candidates, and conducting preliminary interviews for staff and below
- Monitoring performance appraisals, issuing relevant letters, maintaining job descriptions and updating feedback.
- Ensuring accurate and systematic employee database management for efficient information retrieval.

Office Assistant (HR) - Evergreen Group (Pvt) Ltd - 2020 Lihiniyawa Tea Factory

EDUCATIONAL QUALIFICATIONS

• Graduated Bachelor of Business Administration Honors in Human Resource management. 2021 - Present

University of Ruhuna, Sri Lanka.

• GCE Advanced Level Examination 2019 Ananda Sastralalaya, Matugama With Two "A" s and "B" Passes

• GCE Ordinary Level Examination 2015 BP/ MT Makalandawa K Vidyalaya "Five A" s" two B" s "two C"

PROFESSIONAL QUALIFICATION

• Diploma in Psychology and Counseling - Completed 2024 SITC Campus, Sri Lanka. with Grade A+

EXTRA CURRICULAR ACTIVITIES

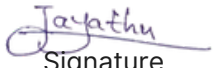
• Committee Member

Circle Of Human Resource Development in Department of Human Resource Management, University of Ruhuna. Nov 2023

• Member - Zero Plastic Club May 2024 - 2025 University of Ruhuna, Sri Lanka.

I hereby declare that the above information is true and correct according to the best of my knowledge.

2026/05/28
Date


Signature
(Jayathu Chamara Wanniarachchi)



CONTACT INFO

078 9563707/ 077 4963064

wajchamara@gmail.com

1st Lane, Badugama, Matugama

<https://www.linkedin.com/in/jayathu-wanniarachchi-237a25303?trk=contact-info>

PERSONAL INFO

- Nationality : Sri Lankan
- Gender : Male
- D.O.B : 18/03/1999
- NIC : 990783160V

SKILLS

- Multitasking Skills
- Teamwork Leadership
- Problem solving
- Creative Thinking

TECHNICAL SKILLS

- MS office
- MS Excel & Word
- Power point
- Online Graphic Design

REFERENCES

Mr.R.M.D.D. Rathnayake,
Senior Lecturer
Department of Human Resource
Management Faculty of Management and
Finance
University of Ruhuna.
Email: dewapriyadeshbandu@gmail.com
Tel: +94765411834

Mr. Lalan Korala
Director
Friends Lanka Child Foundation
071 4855237