



CONTACT

199/3/H/11 Thewatta road,
Mohottigoda, Korallaima,
Kahathuduwa, Piliyandala

076 5231537

kanishka.g1994@gmail.com

CAREER OBJECTIVE

To be a professional with well-developed technical skills, interpersonal skills and extensive experience in business disciplines in order to achieve the highest standard of performance.

PERSONAL INFORMATION

Full Name – Kanishka Gayan Manurathna
Date of birth – 10th May, 1994
Sex – Male
Marital status – Single
Age – 31 Years
Nationality – Sri Lankan
N.I.C No. – 941312942V
School Attended - Isipathana College ,
Colombo05.

PROFESSIONAL VALUES

- Team player with human resource expertise and vast exposure to various business functions of organizations in a wide range of industry sectors.
- Capability of meeting deadlines
- Sound Inter personal and inter personal skills.
- Focus on continuous improvements
- Commitment to work.
- Dynamic personality with the objective of reaching the top.
- Payroll processing. (Salaryprocessing, EPF/ETF documentation)
- Ability to handle reverences

PROFESSIONAL QUALIFICATIONS

- Certificate in Human Resources Management in Lalith Athulathmudali Training center.
- Completed Microsoft office course - Srijinarathana Vocational Training center.
- Certificate in compute Hardware & Software networking-IDP
- Complete ACHRM course - CIPM
- Participated fire training and First aid training
- Completed Diploma in Human Resource Management - CIPM

K. G. MANURATHNA

WORK EXPERIENCE

- Fab Foods (Pvt) Ltd as a transport Assistant from 2015 to 2016
- Asiri Hospital Holdings as Assistant theatre technician from 2016 to 2017
- Direct Mailing Services (Pvt) Ltd as a HR Assistant from March 2018 to 25 October 2020.
- Penthhouse Group of companies as a Human. Resource. Assistant from Feb 2021 to Mar 2026.
- Sithara Limited as a Human. Resource. Executive Since June 2026.

EDUCATION QUALIFICATION

G.C.E. Ordinary Level Examination – 2010

Subjects	Grade
Buddhism	B
English	B
Health & Physical Education	B
Sinhala Language & Literature	C
Business & Accountancy	C
Mathematics	C
Science	S
History	S

G.C.E. (A/L) Examination – 2013

Subjects	Grade
Business Studies	S
Economic	S
English Language	S

EXTRA CURRICULAR ACTIVITIES

- Senior prefect period of 2013/2014
- Member of school Buddhist Society.
- Member of school Commerce Society

KEY EXPENENCE

- During the Epidemic period & had prepared salaries for a recognized companies.
- Had prepared wages nearly thousand employees
- Have practical Experience for below processes
- EPF/ETF
Death Claim
30%FPF claim application ETC
Name change letters
Preparing B cards
Handing over document to central bank and Labour Department
- Experience in recruitment Process.
- Maintaining HR Data Process system.

REFEREES

Mr. Saranaraja Somaskandan
Owner/Director
Mac Mix
No. 56, Dam Street, Colombo 11.
+94 77397 0477

Ms. W S Kumudi Imasha
Orient Insurance
Executive
0762071223

I confirm that the above – mentioned particulars are true and correct.

Date :

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Signature of Applicant