



KUSAL SILVA

PROFILE

Motivated and results-oriented professional with a background in Industrial Management and Human Resource Management, seeking an opportunity to contribute effectively to organizational objectives while continuously developing my skills and competencies.

WORK EXPERIENCE

- Dipped Products PLC - Biyagama** MAY 2023 - PRESENT
Junior Executive - HR Operations
 - Lead end-to-end recruitment and selection of factory manpower, ensuring timely hiring and maintaining the approved workforce to support smooth production operations.
 - Planning and coordinating manpower requirements in line with production needs, ensuring timely recruitment and deployment of employees across factory operations.
 - Oversee payroll, compensation and benefits, EPF/ETF, gratuity, performance reviews and other employee related payments, ensuring accuracy and timely processing.
 - Coordinated employee engagement and retention initiatives to enhance motivation and retain competent employees.
 - Ensuring HR-related compliance and customer audit requirements by maintaining and updating HR policies, procedures, and records in line with applicable standards.
 - Managed employee relations, including disciplinary inquiries, grievance handling, and fostering positive workplace relationships.
 - Monitoring and managing labour turnover and absenteeism, implementing appropriate initiatives to build a stable and performance-driven workforce.
 - Coordinated CSR initiatives to strengthen stakeholder relationships and enhance corporate reputation.
- Ceylon Newspapers (Pvt) Ltd - Colombo 07** OCT 2021 - FEB 2023
Assistant HR & Legal
 - Managed and attended to all legal matters involving Mawbima Newspaper, including coordination with legal counsel.
 - Represented the organization at the Press Council, Labor Tribunal, Labor Department inquiries, Magistrate Courts, and District Courts.
 - Prepared and processed payroll for all employees, ensuring accuracy, confidentiality, and compliance with company policies.
 - Maintained, handled, and safeguarded all confidential and sensitive organizational documents.

CONTACT

+94 766676544

kusalamesh1999@gmail.com

36/19A, Kethsiri Garden,
Kawdana, Dehiwala.

linkedin.com/in/kusalsilva10911a6

SKILLS

- Project Planning
- Communication
- Data Analyzing
- Multi - Tasking
- Leadership
- Management Skill
- Critical Thinking

EXPERTISE

- Recruitment & Selection
- Policy & Procedure Compliance
- Internal Audits & Documentation
- Quality Management Systems (QMS)
- Occupational Health & Safety Awareness

LANGUAGES

- English - Advanced
- Sinhala - Native

REFERENCES

Mr. Charitha Amarasinghe
Assistant Manager
PGP Glass Ceylon
charithaprabathswcp@gmail.com
(+94) 768 331 876

Mrs. Surani Wijewardena
Consultant HR & Legal Compliance
No. 175 / 11 /, 18 th Lane, Pasal
Mawatha, Halpita, Polgasowita
(+94) 772 210 001

- **Dipped Products PLC - Kottawa** DEC 2020 - JUNE 2021
Trainee - Operations
 - Organized and coordinated employee engagement activities to enhance employee morale, teamwork, and workplace satisfaction.
 - Collaborated with production and quality assurance teams to support continuous process improvement and operational excellence.
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 - Supported continuous improvement initiatives by analyzing production performance data, identifying process inefficiencies, and implementing corrective actions to enhance productivity and quality standards.
 - Acquired comprehensive knowledge of glove manufacturing processes, operational standards, and workplace safety procedures.

EDUCATION

- National School of Business Management 2019 - 2023
BSc. In industrial Management
- Chartered Institute of Personal Management 2021 - 2022
Diploma in Professional HRM
- Mahanama College Colombo - 03 2015 - 2018
G.C.E (O/L) and G.C.E (A/L) Examination

EXTRA - CURRICULAR ACTIVITIES

- Senior Member in Cadet Platoon of Mahanama college, Colombo 03
- Coordinator – Leo Club of NSBM Green University
- Coordinator – Mahanama College Commerce Society

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.


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Kusal Silva

25/08/2026
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Date