



KUSHAN SANDARUWAN

CONTACT

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Horana

EDUCATION

2016 – 2020

SABARAGAMUWA UNIVERSITY OF SRI LANKA

BSc (Hons) in Business
Management Degree

- Human Resource Management
- Industrial Relations & Employment Law
- Counselling in Organizations
- Sociology & Psychology
- Data Analysis & Presentation
- Business Mathematics & Statistics
- Financial Management

2014

ST MARY'S COLLEGE, MATHUGAMA

G.C.E. Advanced level in
Commerce stream – 3As'

SKILLS

- Microsoft Word, PowerPoint, Excel
- Mint HRM system
- IFS system

LANGUAGES

- Sinhala (Fluent)
- English (Basics)

PROFILE

To build career in a growing organization, where i can get the opportunity to prove my abilities by accepting challenges. Fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

WORK EXPERIENCE

Beira Brush (PVT) Ltd

Junior Executive – HR (2025– Present)
Senior Assistant – HR (2022 –2024)

- Providing payroll related details for monthly payroll. Using IFS and Mint HRM systems.
- Responsible for completing Time & Attendance process.
- Assisting the team in organizing special events and programs conducted by the Human Resources Department.
- Scheduled and conducted training activities in a timely manner as per the Training Calendar.
- Working with the company's fire-fighting and first aid team and conducting necessary post-evaluations to enhance their knowledge.
- Distribution of employee welfare items, including uniforms, Cupboard,barcode cards, and ID cards.
- Maintain the accuracy and efficiency of all documentation in Hr related activities.
- Working with the Grievance Committee to resolve employee grievance.

Beira Brush (PVT) Ltd

Intern – HR (2020 – 2021)

- Human resource functions were learned practically.
- Maintain employee personal files.
- Handling, updating and developing daily employee Leave calendar (Employee turnover controlling project).
- Visiting the factory to monitor new employees and identify their issues
- Participating in employee recruitment interviews and job fairs.
- Completing employee ABH and RR6 forms.

PERSONAL

- Date of Birth : 21.06.1993
- NIC Number : 931732285V
- Gender : Male
- Civil Status : Married

PERSONAL PROJECTS

- Thesis of harassment among female employees in Sri Lanka's apparel industry (2020).

EXTRA-CURRICULAR ACTIVITIES

- Arrange PPE, chemical protection, Fire & First Aid training program at Beira Brush (PVT) Ltd (2020 - 2026)
- leader of the drama team in faculty of management studies under faculty Students union in Sabaragamuwa University of Sri Lanka (2018 - 2019).
- Second Place of short story writing and drama competition in 'Ahasayata Api' cultural show organized by Faculty of management Studies, Sabaragamuwa University of Sri Lanka (2018)
- A member of the school junior prefects (2008-2009)
- Member of Sri Lankan scouts' association (2007-2009).

REFERENCE

Ms. Inoka Perera, Assistant Manager- HR

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