

LAKSHAN WEERASINGHE

HUMAN RESOURCES ASSISTANT

🏠 Polgahawela, Sri Lanka

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EXECUTIVE SUMMARY

Dedicated and detail-oriented Human Resources Professional with hands-on experience in HR administration, recruitment, employee onboarding, attendance and leave management, and personnel record keeping. Holds an NVQ Level 6 equivalent Higher National Diploma in Management (HNDM). Skilled in maintaining employee relations, ensuring labor compliance, and coordinating cross-departmental HR workflows to foster a productive workplace culture.

CORE COMPETENCIES & SKILLS

- **HR Operations & Administration:** Talent Acquisition & Screening, Employee Onboarding & Offboarding, Leave & Attendance Management, HR Records & Filing, HRIS Maintenance, HR Compliance.
- **Employee Relations & Coordination:** Employee Engagement, Workplace Communication, Performance Appraisal Support, Conflict Resolution, Cross-Departmental Liaison.
- **Technical & Administrative Skills:** MS Office Suite (Excel, Word, PowerPoint), SAP ERP (Data Management), HRIS System, Problem Solving, Time Management, Communication (English & Sinhala).

PROFESSIONAL EXPERIENCE

Human Resource Assistant | Damro Group — Jun 2024 – Present

- Manage daily HR administration and operational workflows, ensuring strict adherence to company HR policies, accurate EPF & ETF documentation, and effective support for employee welfare activities.
- Coordinate end-to-end recruitment support, including job posting, CV screening, candidate shortlisting, interview scheduling, and onboarding.
- Maintain accurate HR databases, employee personal files, attendance logs, and leave tracking systems.
- Serve as a primary point of contact for employee inquiries, helping resolve workplace issues and maintaining positive staff relations.

Management Trainee | Nutri Veto (Pvt) Ltd (Royal Canin Sri Lanka) — Sep 2023 – Mar 2024

- Assisted in staff coordination, workflow scheduling, and administrative record maintenance across island-wide channels.
- Supported HR and operational teams in compiling internal performance summaries, attendance tracking, and administrative reports.
- Coordinated cross-departmental communications to ensure smooth operational alignment and staff engagement.

Operations Executive | Metropolitan Technologies (Pvt) Ltd — Prior Experience

- Managed branch staff workflows, customer service quality, and adherence to company administrative guidelines.
- Utilized SAP ERP software for database management, record-keeping, and operational tracking.
- Coordinated inter-departmental communications and resolved administrative queries efficiently.

EDUCATION & QUALIFICATIONS

- **Higher National Diploma in Management (HNDM) — NVQ Level 6**
SLIATE – Advanced Technological Institute (ATI), Kurunegala (Completed)
- **Diploma in Information Technology**
SITC Campus (Completed)
- **Advanced Certificate Course in English Language**
Vision English Academy (Completed)
- **G.C.E. Advanced Level Examination (2019) |** Kegalu Vidyalaya, Kegalle
 - Economics - C
 - Business Studies - C
 - Accounting - S
- **G.C.E. Ordinary Level Examination (2016) |** St. Bernadette's Model School, Polgahawela

NON-RELATED REFERENCES

Mrs. T. N. Siriwardhana

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