

	CURRICULUM VITAE
	I am a very creative and Hardworking person . I have ability to learn anything Easily. and can focus on several tasks at once and make them successful as well. I am a person who can work friendly with any team and I am very honest and Trustworthy person.
	PROFESSIONAL EXPERIENCES
PERSONAL DETAILS Name : Lasanthi Chathurangani Perera Date of birth : 19.09.1997 Nationality: Srilankan Religion: Buddhist Gender: Female Martial Status :Single Address: 370/b,Medagama,Welmilla Junction,Bandaragama School Attendant: Dharmapala collage Pannipitiya (2014-2017) Bandragama Central Collage (Untill 2014)	Currently works as HR Executive at British cosmetics pvt ltd(since 2025) 1)Recruitment & Onboarding Coordinate end to end recruitment,sourcing,screening,scheduling interviews, and folllowups(Non- Executive, executive and above) Prepare offer letters, appointment letters ,Cotract letters Manage Onboarding and induction programs 2)Employee Records & Documentation Maintain and update files,HR databases ,and personal records Handle attendance and leave records,and probation confirmations 3)payroll and benefits support - Assisting in Preparing and processing Employee Salaries - Verify Attendance And overtime Records - Update Employee Master - Attendance Report Generating - Basic Knowledge of HRMS Software 4)Employee relations 5)General HR Operations 6)Event Organizing
	Human Resources Assistant at Diamond cutters.ltd (since 2022) 1)Handle company Recruitment Process - Job analysis and posting - Sourcing candidates - Screening and Interviewing (production/clerical/Executives) - Assessment and selection - Onboarding - Database Management 2) Assisting to Payroll Process - Assisting in Preparing and processing Employee Salaries - Verify Attendance And overtime Records - Update Employee Master - Attendance Report Generating - Basic Knowledge of HRMS Software 3) Employee Personal Files Handle 4) Employee Appointment Letters Drafting 5) Conducting New Employee Orientation Programme 6)Handle Employee's Face to Face Registration system 7)Employee Relations 8)Addressing Employee concerns, mediating conflicts, and fostering a positive Work Environment 9)Event Organizing 10)Administrative support
	*Worked As a Production Coordinator Sunro Graphic Pvt Ltd.(2021-2022) *Worked As a Yoga Assistant Instructor at the Sethsanda Yoga Academy
CONTACT DETAILS	
T/No:0765872399 0764456362 Email address: lasichathu1997@gmail.com	

PROFESSIONAL EDUCATIONAL QUALIFICATION

- Bachelor of Business Management Degree (External) University Of kelaniya 2023- Present
- Higher Diploma In Business (university of kelaniya(2022-2025)
- Successfully completed Diploma course in Human Resources Management

(English Medium)

- Currently following Higher Diploma in Human Resources management
- Successfully completed The Diploma Course in Microsoft Office and
- Automation At SriNuwan Computer and Electronics Pvt.Ltd
- Automation At SriNuwan Computer and Electronics Pvt.Ltd

EDUCATIONAL QUALIFICATIONS

- **G.C.E. Advanced Level Examination(2016)Biological Stream**

Biology - S	Physics - S	I.C.T-A
Chemistry - S	General English - C	

G.C.E Ordinary Level Examination(2013)

Mathematics - A	Buddhism -A	Business Studies - A
Science - A	Sinhala -A	History - A
I.C.T - A	English -B	Drama & Theatre - B

OTHER QUALIFICATIONS

- Science society member at Dharmapala collage Pannipitiya
- Participate in the Srilanka Biology Olympiad Examination and faced successfully in the years 2016 &2017
- Prefect in Dhamma School 2013
- School Level Sports Achievements(100m*4,400m*4,400m,100m,1500m,Badminton)

NON RELATED REFEREES

Samantha Withanage
Managing Director
Screenline Holdings Pvt.ltd
0767807972

Nushara Thalagala
Senior HR Executive
British cosmetics pvt ltd
0772960578

I do hereby certify that information given by me true and accurate to the best knowledge.

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Date

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signature