

LASITHA CHAMIKA

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[No: 134, Maiththree Mawatha, Welmilla, Welmilla Junction, Bandaragama.](#)

PROFILE

Results-oriented Human Resources professional with over 3 years of experience in Recruitment & Selection, Payroll Administration, Attendance Management, Employee Relations, and Personnel File Management, seeking to contribute as a Senior HR Executive / HR Assistant Manager. Experienced in handling day-to-day HR operations in manufacturing and healthcare sectors, with strong communication, organisational, and leadership skills, and the ability to work effectively in dynamic environments. Currently pursuing a Bachelor's Degree in Human Resource Management and committed to continuous professional development in the HR field.

EXPERIENCE

HR Executive — JD Polymer (Pvt) Ltd

2025 – Present

- Manage employee attendance and leave records for a workforce of approximately 80 employees.
- Coordinate recruitment and selection activities.
- Maintain employee personal files and HR documentation.
- Process payroll and related HR records.
- Support employee engagement and disciplinary procedures.
- Handle day-to-day HR operations and employee matters.

HR Executive — Dhara Plywood (Pvt) Ltd

2023 – 2025

- Managed full-cycle HR operations for a workforce of approximately 80 employees.
- Coordinated recruitment and selection activities across departments.
- Administered payroll processing and maintained accurate HR records.
- Monitored employee attendance and leave management.
- Maintained personnel files and ensured compliance with HR documentation standards.
- Supported employee relations and resolved day-to-day workplace matters.

HR Assistant — Medihelp Hospital (Pvt) Ltd

2022 – 2023

- Assisted with recruitment and selection processes within a healthcare environment.
- Maintained employee records and supported HR documentation.
- Coordinated attendance tracking and leave administration.
- Provided administrative support for payroll processing.
- Supported employee relations and day-to-day HR operations.

Clerk (Internship) — Richard Piris (Pvt) Ltd

2022

Worked as a clerk during an internship, gaining exposure to general administrative and clerical processes.

EDUCATION

Bachelor of Human Resource Management — Eurasian Campus	<i>Reading</i>
Advanced Certificate of Human Resource Management (ACHRM) — Chartered Institute of Personnel Management	<i>2022 – 2023</i>
Institute of Bankers of Sri Lanka — IABF	<i>2019 – 2021</i>
Association of Accounting Technicians of Sri Lanka — AAT Level 1	<i>2016</i>
G.C.E Advanced Level — Royal College, Horana Successfully Completed	<i>2019</i>
G.C.E Ordinary Level — Taxila Maha Vidyalaya Successfully Completed	<i>2016</i>

SKILLS

- Human Resource Management
- Recruitment & Selection
- Payroll Administration
- Attendance Management
- Employee Relations
- Microsoft Office (Word, Excel, PowerPoint)
- Communication & Negotiation Skills
- Leadership & Teamwork
- Organisational Skills
- Time Management
- Conflict Resolution
- Onboarding & Induction
- Labour Law Knowledge

LANGUAGES

- Sinhala
- English

REFERENCES

Mr. Charitha Gunarathna

Group Human Resource Manager
FMJ Holding
077 261 2800

Mr. Sushantha Alwis

Human Resource Manager
JAT Holding
076 420 2909