



LUMBINI ELLEPOLA

SENIOR HUMAN RESOURCES SPECIALIST

Human Resources Specialist with 4+ years of experience in talent acquisition, recruitment, HR operations, employee lifecycle management, HRIS administration, payroll coordination, and HR compliance. Skilled in supporting business objectives through efficient HR processes, stakeholder management, and employee-focused solutions.

WORK EXPERIENCE

Senior Human Resources Specialist

IML Delivery Systems (CityPak – Hayleys Advantis)

April 2026 – Present

- Lead end-to-end recruitment for operational, executive, and management-level positions across multiple business units.
- Partner with department heads to identify workforce requirements and implement effective recruitment strategies.
- Oversee onboarding, induction, confirmation, probation, and employee lifecycle processes while ensuring compliance with HR policies.
- Manage Oracle HRIS records and maintain accurate employee data to support organizational reporting and workforce planning.
- Coordinate payroll inputs, attendance, leave administration, and employee documentation with high accuracy.
- Prepare monthly HR reports, workforce analytics, and management dashboards to support business decision-making.
- Drive employee engagement initiatives, wellness programs, recognition activities, and internal communication campaigns.
- Ensure compliance with labour legislation, internal policies, audit requirements, and corporate governance standards.
- Mentor junior HR team members while continuously improving recruitment and HR operational processes.

Human Resources Specialist

IML Delivery Systems (CityPak – Hayleys Advantis)

November 2023 – March 2026

- Managed end-to-end recruitment, including sourcing, interviewing, reference checks, and onboarding.
- Created and published job advertisements across multiple recruitment platforms.
- Maintained employee records and ensured compliance with HR policies and audit requirements.
- Coordinated onboarding, probation reviews, training programs, and employee lifecycle activities.
- Managed Oracle HRIS reporting, workforce analytics, and monthly headcount reports.
- Supported employee engagement initiatives and facilitated EDMC meetings.
- Coordinated ID card issuance and B Card registration processes.

CONTACT

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EDUCATION

Bachelor of Business Management (Second Class Upper Division)

Uva Wellassa University of Sri Lanka
2018 – 2022

- Specialization: Human Resource Management

CORE COMPETENCIES

- Talent Acquisition & Recruitment
- End-to-End Hiring
- Employee Lifecycle Management
- HR Operations
- Employee Relations
- Payroll Coordination
- HR Analytics & Reporting
- Oracle HRIS
- Performance Management
- Learning & Development
- Employee Engagement
- Onboarding & Offboarding
- HR Documentation & Compliance
- Workforce Planning
- Labour Law Compliance
- HR Policies & Procedures
- Stakeholder Management
- Recruitment Strategy
- HR Administration
- Microsoft Office 365

TECHNICAL SKILLS

- Oracle HRIS
- Microsoft Office 365
- Microsoft Excel (Advanced)
- Microsoft Word
- Microsoft PowerPoint
- HR Reporting & Analytics
- Recruitment Portals
- Digital Documentation
- Adobe Photoshop (Basic)

LANGUAGES

- Sinhala — Native
- English — Professional Working Proficiency
- Tamil — Basic Reading & Writing

PROFESSIONAL STRENGTHS

- Strategic Thinking
- Leadership
- Communication
- Relationship Building
- Problem Solving
- Analytical Thinking
- Adaptability
- Time Management
- Confidentiality
- Continuous Improvement

Key Achievements

- Successfully managed recruitment and onboarding for multiple business units within tight hiring timelines.
- Improved HR documentation accuracy through effective record management and compliance practices.
- Enhanced reporting quality by streamlining monthly HR analytics and workforce reporting.

Human Resources Assistant

Richard Pieris Finance PLC

June 2022 – November 2023

- Supported the full employee lifecycle, including recruitment, onboarding, transfers, promotions, and offboarding.
- Coordinated recruitment activities, candidate communication, interviews, and onboarding documentation.
- Maintained employee records, HRIS data, attendance, and confidential HR documentation.
- Assisted with payroll administration, employee benefits, and OPD claim processing.
- Supported performance management, employee relations, disciplinary procedures, and HR policy implementation.
- Prepared HR communications and contributed to process improvement initiatives.

Key Achievements

- Maintained accurate HR records supporting payroll and compliance activities.
- Assisted in improving onboarding efficiency through standardized documentation processes.

Human Resources Intern

Richard Pieris Finance PLC

February 2022 – June 2022

- Assisted recruitment, onboarding, employee documentation, HR administration, and HR operations.
- Supported employee record management and HR compliance activities.
- Assisted HR officers with recruitment coordination and employee engagement programmes.

Trainee

Bank of Ceylon – Credit Card Centre

December 2016 – June 2017

- Supported customer service operations and credit card administration.
- Assisted documentation, customer inquiries, and operational activities.

PROFESSIONAL QUALIFICATIONS

- Diploma in Professional Human Resource Management (DPHRM) – Chartered Institute of Personnel Management (CIPM)
- Intermediate in Applied Banking and Finance (Partly Completed) – Institute of Bankers of Sri Lanka
- CIMA Certificate Level (Partly Completed)
- Diploma in Information Technology
- Certificate in Microsoft Office Applications
- Certificate in Adobe Photoshop
- Certificate in Professional English
- Google Digital Garage – Digital Marketing Certification

RESEARCH PUBLICATIONS

Published Research Abstract

"The Impact of Occupational Safety and Health in the Maritime Industry in Sri Lanka: Evidence from Operational Level Dock Workers in the Port of Colombo."

6th International Research Conference – Uva Wellassa University
2022

Published Paper

"A Comprehensive Literature Review on Strategic Marketing Tactics in Different Industries."
SSRN
2021

ACHIEVEMENTS

- Graduated with Second Class Upper Division.
- Published research at an international academic conference.
- Published research paper on SSRN.
- Successfully coordinated HR operations supporting large operational workforces.
- Recognized for maintaining confidential HR documentation and delivering high standards of compliance.

REFERENCE

- **References available upon request.**