



MALAKA ABENAYAKE

JUNIOR EXECUTIVE - HUMAN
RESOURCE

CONTACT

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- 📍 No. 69, Kandanapitiya, Bope,
Padukka.
- 🌐 malaka abenayake
- 👤 AGE - 25

EDUCATION

2024 - 2025

CHARTED INSTITUTE OF PERSONAL
MANAGEMENT

- Chartered Intermediate in HRM
(CIHRM)

2023 - 2024

CHARTED INSTITUTE OF PERSONAL
MANAGEMENT

- Diploma in Human Resource
management (DPHRM)

2017 - 2019

SIRI PIYARATHANA
CENTRALCOLLAGE

- Business Study - B
- Economics - C
- Accounts - C

2016

SIRI PIYARATHANA
CENTRALCOLLAGE

- 2 As (History & Buddhist)
- 2 Bs (Math's & Sinhala)
- 3 Cs (English, Art, Agriculture)
- 2 Ss (Commerce & Science)

PROFILE

My ultimate career goal is to be a well-rounded individual and achieve the responsible position in Human Resources management with an opportunity for career growth and professional challenges & use my knowledge and skill to help the organization reach its goal.

WORK EXPERIENCE

☐ FARMCHEMIE MANUFACTURERS PVT LTD

HOMAGAMA

JUNIOR EXECUTIVE - HUMAN RESOURCE

2025 MARCH - PRESENT

- Coordinate the end-to-end recruitment process for Executive and below positions.
- Conduct initial orientation and onboarding programs for newly hired employees.
- Coordinate monthly, interim, and annual performance evaluation processes for all staff.
- Conduct performance evaluations for Executive and below-level employees.
- Coordinate employee grading and grading evaluation processes.
- Respond to employee inquiries regarding benefits, policies, procedures, and other employment-related matters.
- Assist in the development and implementation of employee recognition programs.
- Support day-to-day HR operations and administrative activities.
- Coordinate HR projects, including meetings, training programs, HRIS implementation, employee surveys, and related initiatives.
- Address employee requests and provide guidance on HR policies, rules, regulations, and workplace procedures.
- Coordinate the employee resignation and exit process.
- Review staff attendance and coordinate with employees and relevant departments regarding attendance-related matters.
- Prepare HR and management reports as required.
- Provide administrative support for Workmen's Compensation Insurance (WCI) and Personal Accident (PA) claims.
- Prepare monthly payroll and ensure accurate and timely payroll processing.
- Coordinate EPF and ETF payment processes.
- Prepare and process production incentive calculations.
- Coordinate WHT, Stamp Duty, and PAYE-related payments and documentation.
- Prepare and coordinate cost-per-ton calculations and related reports.
- Manage manpower requirements and coordinate workforce planning with relevant departments.
- Coordinate employee meal requirements, including meal ordering, meal deductions, and monitoring of meal wastage.

SKILLS

- Talent Acquisition
- Payroll Management
- Training & Development
- Time Management
- Grievance Handling
- Disciplinary Handling
- Performance Management
- MIS Report
- Health & Safety

LANGUAGES

- English
- Sinhala

FARMCHEMIE PRIVATE LIMITED, HOMAGAMA

HUMAN RESOURCE ASSISTANT

2023 JULY - 2025 MARCH

- Coordinate recruitment process & Liaise with Centralized HR for new comers and resignation documents.
- Conduct initial orientation for newly hired employees.
- Coordinate Monthly & Interim Evaluation process - ALL Staff.
- Performance Evaluation for Non executive Staff.
- Responded to inquires regarding benefits and other employment related questions.
- Assisted in the development and implementation of employee Recognition program
- Assist with day to day HR operation
- coordinate HR projects (meetings, trainings, HRIS Implementation& surveys etc).
- Deal with employee requests regarding human resource issues ,rules & regulations.
- Coordinate resignation Process.
- Attendance review of Production staff and coordinate with them for attendance related matters and update the system.
- Assist in Payroll preparation by providing relevant data.
- Non-inventory item stock management and distribution
- Coordinate meal ordering, arrange meal deductions, and manage meal wastage
- Check the security staff's role and attendance, and coordinatemonthly payments

THUNDER & NEON GROUP, BORLESGAMUWA

2022 DEC - 2023 JUN

HUMAN RESOURCE ASSISTANT

- Maintains payroll processing system and records by gathering ,and Checking the accuracy Of data.
- Handling of staff loans ,leave balance , festival advances, gratuity,other incentives and increments.
- Analyses CVs and coordinate with candidates to schedule interviews, recruit employees, prepare personal files and documents like offer letters, appointment letters etc.
- Preparing monthly EPF and ETF contribution payments, conducting employee registration, informing employees about EPF and ETF benefits and preparing necessary documents.
- Preparation of documents to follow relevant procedure in case of resignation and termination of employees.
- Creating new HR policies and updating the existing ones.
- Preparing the relevant documents needed for the payroll process such as the new joiner's reports, no pay reports, leave granted report etc.
- Assist with staff inquiries regarding HR policies, employee benefits ,and other HR-related matters.

THUNDER & NEON GROUP, BORLESGAMUWA

2022 DEC - 2023 JUL

HUMAN RESOURCE INTERN

- Maintain accurate human resource files and documentation.
- Receives and coordinates requests for leave and other absences.
- Monitoring attendance, leave, tardiness, complaints of each employee.
- Ensure smooth communication with employees and timely
- Timely resolution to their queries.
- Maintaining of personal files of all employees.
- Handling ABH forms.
- Updating company databases by inputting new employee contact information and employment details.

REFERENCE

Harshani Cooray

Manager - Human Resource

Metric Products (Pvt) Ltd

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Layani Ramesha

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