

Jayasinghe Arachchige Marina Hashini Madushani

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PROFESSIONAL OBJECTIVE

To acquire a challenging position in a progressively growing organization that provides me a proper ambience to sharpen my skills and the opportunity to work through a qualitative and result oriented approach towards the set objective and career development associating with such modernization that provides comprehensive learning and professional growth.

PERSONAL DATA

Name with Initials	: J.A.M.H. Madushani
Full Name	: Jayasingha Arachchige Marina Hashini Madushani
Date of Birth	: 29th December 1997
Gender	: Female
Marital Status	: Single
Nationality / NIC	: Sri Lankan 978643450V

WORK EXPERIENCE

Junior HR Supervisor | Hibiscus Beach Hotel *(From 06th October 2026 – Present)*

HR Assistant | The Laundromat (Pvt) Ltd *(01st March 2022 – 30th November 2024)*

- Handled all HR related functions including Payroll System
- Preparing All Plants Payroll and Attendance in HRIS system
- Recruitment and selection
- Performance Evaluation
- Employee relations and industrial relations
- Preparing Annual Increments & Bonus
- Handling any other HR Payments and Functions
- Prepared all Annual & monthly company HR reports

Customer Relations Officer (CRO) – Gold Loan Department | LB Finance

Intern (6 Months) | People's Bank – Malwatta Road Branch *(24th December 2018 – 22nd June 2019)*

ACADEMIC & PROFESSIONAL CREDENTIALS

- Presently following the Chartered Qualification in Human Resource Management (CQHRM) at Chartered Institute of Personnel Management Sri Lanka (CIPM)
- Followed the Chartered Intermediate in Human Resource Management (CIHRM) at CIPM Sri Lanka
- Followed the Diploma in Professional Human Resource Management (DPHRM) at CIPM Sri Lanka
- Followed the Advanced Certificate in HRM (ACHRM) at CIPM Sri Lanka
- Part qualified in Certificate in Banking and Finance at Institute of Bankers of Sri Lanka (IBSL) - Business Accounting
- National Certificate for Accounting Technicians (2018) (NVQ Level – 04) from the Technical College in Kalutara
- Successfully completed Computerized Accounting Package
- Successfully completed Certificate in Microsoft Office professional course at Techwin Computer Training Institute – Mathugama (A Grade)

EDUCATIONAL QUALIFICATIONS

School Attended: St. Mary's College, Mathugama

G.C.E. (A/L) Examination 2017:

Subject	Grade
Economics	S
Business Studies	S
Accounting	S

G.C.E. (O/L) Examination 2013:

Subject	Grade
Catholicism	A
Music	A
Sinhala	B
Mathematics	B
Business & Accounting Studies	B
Health Science	B
English	C
Science	S
History	S

IT LITERACY

- Knowledge of Microsoft Office Package
- HRIS Systems & Payroll Software
- Internet & E-Mail

EXTRA-CURRICULAR ACTIVITIES

- Member of the Literary Society
- Participant in Singing Competitions
- Passed the Archdiocesan Annual Catechetical Examination

PERSONAL STRENGTHS

- Effective interpersonal communication skills.
- Leadership skills.
- Ability to perform under pressure and meet deadlines.
- Creativity.

REFEREES

1. Rev. Fr. T. S. Sebastian Sudarshan

Apostolate Coordinator, Archdiocese of Colombo
Tel: 0774848752

2. Mr. P. A. Amila Niroshan

Senior Executive – DVB Network Operation, Group Technology
Dialog Television Broadcast Centre, 390 – D, Horizon Drive, Welivita, Kaduwela
Tel: 0773337950

Date:

Signature: