



MITHILA RAJAPAKSHA

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🌐 Mithila Rajapaksha

📍 Kelaniya, Sri Lanka

ABOUT ME

I am hard working, honest and motivated individual who is able to work in busy environment and produce high standards of work. I have good interpersonal skills and creative mind, and I am always up for new challenges. also willing to learn and develop new skills

WORK EXPERIENCE

Lankem Tea & Rubber plantations (Pvt) Ltd

Assistant- Human Resources

May 2025- Present

Talent Acquisition

- Handle end-to-end recruitment process from sourcing to onboarding.
- Preparation and process onboarding documents for new employees.

HRIS System Handling (hSenid- PeoplesHR)

- New Profile Creation and Maintenance
- Employee Information Management
- Leave & Overtime Administration
- Collaboration with Employee Self-Service (ESS) Portal

HR Operations

- Maintain and Manage employee personnel records in compliance with confidentiality standards
- Coordinate employee offboarding process and timely completion of exit clearances
- Coordinated full employee lifecycle activities, from confirmations, Transfers (if any) to exit.
- maintain organized digital and physical personnel files.

Compensation & Benefits

- Handle and complete EPF/ETF and CPPS/ESPS registrations
- Update employee personal, wage, and increment details in the ERP system.
- Support monthly payroll processing by validating attendance, overtime, leave and No-pay data.

Employee Engagement & Relations

- Create Send personalized birthday Flyers and work anniversary messages
- Coordinate engagement activities: celebrations, recognition events
- Clear communication between Management and Employees

Performance management

- Assist with performance evaluations, Probation Confirmations and disciplinary actions

Aramex Lanka (Pvt) Ltd

Intern - Human Resources

August 2024 - February 2025

Recruitment and Onboarding

- Create and post Job posts on LinkedIn
- Resumes Screening, schedule interviews coordinate and participate in interviews
- Assist with prepare new hire paper works and documentation
- Maintain and update personal files for new and existing employees

SKILLS

Team Work

Time Management

Creativity

verbal and Written
Communication

LANGUAGE

Sinhala
English

Administrative and Operations

- Prepare monthly OT Report, Leave Report and Finance attendance sheet
- Handle general tasks such as filling documents and data entry
- Create employment letters, FTC Confirmation letters, Offer letters, Service confirmation letters, JD
- Review and make the corrections of AH Forms
- Distribute EPF and ETF statements

Employee Engagements and Relations

- Assist with grievance resolution
- Coordinate and participate in company events and celebrations

Giga Foods (Pvt) Ltd Corporate Office

Nov 2023 - June 2024

Intern - Human Resources

Recruitment and Onboarding

- Resumes screening and Schedule interviews
- Participate and conduct the physical Interviews
- Assist in preparing new hire paperwork and ensured all documentation
- Maintain and update personal files for new and existing employees
- Manage the ordering and distribution of employee uniforms

Operations

- Distribute the EPF and ETF statements to employee
- Review and make the corrections of ABH forms
- Prepare the Employee Offer letters, confirmation letters, FTC Extension letters, JD and others
- Exit Clearance

EDUCATIONAL QUALIFICATIONS

Bachelor of Business Management Honors in Human Resources Management

University of Kelaniya, Sri Lanka | 2021- 2025

G.C.E Advanced Level Examination- 2019

Commerce Stream (2A's and 1 B)

English Language trainee course

English Bank Giribawa, Galgamuwa | 2016

EXTRA CURRICULAR ACTIVITIES

- Member of Leo Club in University of Kelaniya 2022- 2024
- Member of Buddhist society in University of Kelaniya 2021- 2024
- Member of AHEAD association of HR escalation and development, University of Kelaniya 2021- 2024
- Member of School Dancing team 2010-2016

NON - RELATED REFEREES

Mr.Jagath Karunadasa

GM- HR, Commercial & Corporate Certification

Lankem Tea & Rubber Plantations (Pvt) Ltd

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Mr. Ishan Munasinghe

HR Manager

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