

E.P.M. PUBUDUNI

HR PROFESSIONAL

Tutor & Wealth Planner, Announcer



Personal details

-  E.P.M. PUBUDUNI
-  mudipramudini96@gmail.com
-  077 570 1374
-  109/B/23
"Laksewana",
Polhenawaththa
Imbulgoda.
Gampaha.
-  May 4, 1996
-  Female
-  Sri Lankan
-  199662501140

Skills

- Communication & Interpersonal Skills
- Time Management
- Continuous Learning & Self-Development
- Teamwork & Collaboration
- Coaching & Mentoring
- Employee Relations
- Computer Literacy
- Adaptability & Flexibility

Employment

Executive -Human Resources

JAN 2026 – Present

Ceylon Quartz Industries (PVT) Ltd. Dekatana.

Experienced in managing key HR functions including Recruitment and Selection, Payroll administration, Training and Development, Employee Engagement, performance Appraisal, Employee Motivation, and Employee Welfare. Coordinated and supported 5S and Kaizen initiatives while also handling Health & Safety activities and ISO coordination. Conducted employee performance evaluations, organized engagement events and motivational programmes, identified training needs, and delivered training programmes. Managed employee Grievances, supported employee well-being initiatives, and maintained HR records and general documentation accurately and confidentially.

Executive -HR & Administration

Payroll, Maintain EPF & ETF details of the total workforce as well as staff, attending to labor tribunal court cases, submitting documents related to labor department. Grievance Management, Recruiting, training Employees, preparing policies and procedures, Handle Employee personal files, ABH forms for EPF, organize staff welfare activities, maintain financial records, Maintain CIDA documents, Handle employee resignation formalities. Overall, responsible for site issue except salary & leaves include disciplinary inquires labor shortage driver issues.

HR Assistant & Office Assistant

Nov 2022 – Aug 2023

Niluka Farm, Kuliyaipitiya

Data entry work, Customer services, Billing, Payroll and associated activities, Manage the HR department's call center. Handling Accounts.

ICT Teacher

Aug 2020 - Sep 2022

Negombo South International School Network, Nittambuwa

Worked as a Class Teacher & ICT teacher for Grade 4/5/6

HR Assistant in Recruitment team

Apr 2019 - Apr 2020

MAS Active Private (Ltd.)-SLEEKLINE, Nittambuwa

Coordinate Recruitment activities, Execute Promotion Campaigns. Schedule interviews, Process background checks. Manage and support the Training School. Maintain candidate database. Support to the 5S Activities, CSR projects and MOS works. Support to the Sleek FM Channel as a *Main Announcer*. Kaizen Champion in HR Department. Support in the areas of staff grievances & counselling,

HR Trainee

Aug 2018 - Mar2019

Lalan Rubbers (PVT) LTD, Biyagama

Recruitment, Employee development & training, Support in the areas of staff grievances & counselling, Payroll and associated activities, Manage the HR department's call center. Performance Evaluation, support to the employment engagement activities.

Assistant Manager & Instructor

Aug 2017 - Mar2018

NENASALA Information & Communication Technology Education Center, Gampaha

Education Centre Management, Responsible for marketing campaigns, recruitment of students and maintain registration and results in the database, financial thing, scheduling of classes and the instructors & trainers, event management & worked as an instructor/trainer of MS office package.

Laboratory Assistant & HR Assistant

Jan 2017 - Jul 2017

Aloka Medi Care, Weliweriya

Data entry work, Customer services, Billing, Act as roll of Laboratory technician and analyst. Engaged in logistic operation. Dealing with sales staff to manage the Distribution Network.

Languages

Sinhala

English

Qualities

- Flexible
- Honest & Reliable
- Friendly & helpful

Achievements

- Participated and Won Sinhala Literacy Competitions, English Day Competitions, All Island Dhamma School Competitions, All Island Aesthetic Dancing Competitions & All Island Media Competition.
- Received the medal for Annual School Sports Competitions & Received the certificate for proper use of schoolbooks from Ministry of Education in 2009
- Wealth Planner**
(CODE No 60032918) AIA Insurance Lanka (PVT) LTD, Gampaha.
- Trainee Counsellor/Golden Member**
Chamber of Psychology& Counselling Colombo.
- Achieved **E-Certificate** for **Occupational Health & Safety** one day Programme.

References

- Mr. Sameera Perera**

HR Manager
MAS Holdings,

033 4762500
Biyagama
- Mr. W.A Kulatilaka**

General Manager,
Ruhunu Development contractors & Engineers (PVT) Ltd.
Battaramulla.
01122874302

Education

Charted Qualification in Human Resources Management: CQHRM **2024**
Chartered Institute of Personnel Management Sri Lanka (Inc.)
Medalist and Merit Pass

Diploma in Psychology and Counselling **2022**
Chamber of Psychology & Counselling
Batch top (1st Place)-First class (Honors)-Platinum Medal

Degree in Professional Qualification in Human Resources Management: (PQHRM) **2020**
Chartered Institute of Personnel Management Sri Lanka (Inc.)
Gold medalist and Merit Pass

G.C.E. Advanced Level-BIOLOGY **2015**
• WP/GM/Ratnabali Balika Vidyalaya, Gampaha

G.C.E. Ordinary Level **2012**
WP/GM/Anura Central College, Yakkala
(*Best (Best Result of the school in year 2012)*)

Courses

Completed First Aid One Day Course -RED CROSS SOCIETY **2026**

Completed IRCSL EXAM **2024**

Diploma in Computer teacher training **2022**
Distinction pass-A Grade

Diploma in Elocution Teacher training **2022**
Distinction pass-A Grade

Diploma in Primary English Teacher training **2022**
Distinction pass-A Grade

Certificate in Human Resources Management: **2017**
Chartered Institute of Personnel Management Sri Lanka (Inc.)
Distinction pass-A Grade

Diploma in Information Communication Technology **2016**

Certificate of Human Resources Management **2016**
Open University of Sri Lanka – Nawala
Distinction pass-A Grade

Computer Application Assistant - NVQ level 3 **2015**

Certificate in English **2015**

Extracurricular activities

Vice President of Media unit / Chief Organizer of Counselling unit / Member of science society/Class captain and subject Leader **2013 - 2015**
WP/GM Rathnavali Balika Vidyalaya, Gampaha

Member of Media unit, Dancing team /Team Member of Net ball / Volleyball /Elle & Cricket **2007 - 2012**
WP/GM/Anura Central College, Yakkala

Junior Head Prefect/Member of Western Band and Dancing Team **2002 - 2006**
WP/GM/Sunethra Devi Vidyalaya