



R.W.NAWODYA NETHMINI

HR Intern

CONTACT ME



076 367 4299

Date of Birth: 2006/09/27



nawodyanethmini75@gmail.com



NO, 106/1
Handupalpola,
Kuda Uduwa, Horana.



linkedin.com/in/nawodya-
nethmini-5b5bb83a7

PROFESSIONAL SUMMARY

An energetic HR undergraduate following ACHRM,DPHRM at CIPM, with a strong background in Commerce (A/L). Possesses excellent communication skills enhanced through studies at ESOF. Eager to secure my first professional experience and leverage my academic knowledge as an HR Intern.



LANGUAGE

- English | Proficiency
- Sinhala | Proficiency
- Tamil | Proficiency



KEY SKILLS

- Proficiency in Microsoft Office & Google Workspace
- Teamwork & Collaboration
- Interpersonal Communication
- Time Management
- Data Entry & HR Database
- Documentation & Reporting
- Coordination & Scheduling



EDUCATION & CERTIFICATIONS

CHARTERED INSTITUTE OF PERSONAL MANAGEMENT , COLOMBO

- Advanced Certificate in Human Resource Management (ACHRM 2025) | Completed
- NVQ Level 05 - Diploma in Human Resource Management (DPHRM 2026) | Following

ESOF METRO CAMPUS, PILIYANNDALA

- Diploma in English(2026) | Following
- Diploma in Information Technology(2026) | Following

ROYAL COLLEGE HORANA

- G.C.E. Advanced Level (Commerce Stream 2025):

Accounting	B
Economics	B
Business Studies	B

TAXILA MAHA VIDHYALAYA,HORANA

- G.C.E. Ordinary Level(2022) - A5, B2, C2



EXTRA-CURRICULAR ACTIVITIES

- Member of school commerce society- Royal College (2024/2025)
- Participation of March Past- School Sport Meet(Royal College - 2024)
- All Island School Dancing and Ballet Competition- (Taxila Maha Vidyalaya - 2019)



REFERENCE

- Mr.Darshana Lakmal
Human Resources Manager - RKS Lanka Pvt. Ltd.
Visiting Lecturer- CIPM Sri Lanka
Mobile: 078 326 7885
Email:darshan.lakmal@gmail.com
- Mr.Kasun Randima
Teacher - Nalanda University College
Mobile: 077 949 5305, 070 168 1064