

NETHMA DEWNI

Human Resource Executive

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📍 428/15/E, Keselwatta, Gonahena, Kadawatha

ABOUT ME

Highly motivated and detail-oriented final-year undergraduate in Human Resource Management with proven leadership experience. Passionate about creating a positive work environment and supporting effective teamwork. Seeking to build a successful HR career in recruitment, employee relations, people management, and core HR functions while contributing to organizational growth and success.

EDUCATION

University Of Kelaniya

2023 - Present

Final Year Undergraduate

Bachelor of Business Management Honors in Human Resources Management
3.33 GPA

G.C.E. Advanced Level

2021

Viharamahadevi Balika Vidyalaya Kiribathgoda

3A Passes (Z Score: 1.6631)

G.C.E. Ordinary Level

2018

MR/Kongala Centrale College

7A Passes, 1B Pass & 1C Pass

WORK EXPERIENCE

MAS Capital Pvt.Ltd - Ayathi Division

Human Resource Intern

2025 August - 2026 June

- Assisted with talent acquisition by sourcing candidates, supported onboarding through induction documentation, and maintained accurate employee records.
- Tracked and analyzed employee absenteeism data to support attendance monitoring and HR reporting.
- Manage and coordinate employee relations (ER) and engagement Activities.
- Assisted in coordinating training and development initiatives, including WGB and PWD programs, while maintaining the training tracker and updating training records.
- Supported the planning, coordination, and hosting of company events and employee engagement initiatives.
- Coordinated factory visits and supported the employee exit documentation process.
- Assisted in organizing and coordinating Women Go Beyond (WGB) CSR activities, ensuring the successful execution of employee engagement initiatives.
- Supported the employee grievance handling process by maintaining documentation and coordinating follow-up actions.
- Support and coordinate compliance and administrative activities.
- Coordinated HRD (Human Resource Development) activities and supported core HR functions.

SKILLS

- Project Management
- MS Office:- Word, Excel(**VLOOKUP, Pivot Tables, Charts, Basic Formulas**) Access, Power point)
- Leadership
- Teamwork
- Decision Making
- Recruitment & Selection
- Employee Records Management
- Compering
- Time Management
- Learning & Development Coordination
- Event Coordinating
- Effective Communication

EXTRA CURRICULAR ACTIVITIES

Director Of Sustainable Development Avenue in the Leo Club Of University Of Kelaniya (2024 - 2025)

- Lead and Organized environmental Sustainable Projects (E.g. :- Nenasara Athwela Semina Series, Haritha Piyaman, VOB debt Competition, Sperenza Award Ceremony, Sastheera ,Athletic Apex, Sanhida, One Blood, Nethsuwa, UOK Leo Aurudu)
- Most Outstanding Chair First Runners up Of the Leo Club Of University Of Kelaniya (Term 23/24)
- Develop Teamwork, Leadership skills, effective Communication, Event Coordination skills and Problem Solving Skills.
- Collaborated with Sponsors and University Authorities.
- Winner of the Leo 306 B2 District Award Ceremony Most Outstanding Continuous Project and Most Outstanding Environment Project (Term 24/25)

Active Member of AHEAD Student's Association Department of Human Resource Management University Of Kelaniya (2024 - 2025)

- Organized Sustainable & USR Projects (E.g. Project EduX, Shilpadwara, Horizon 360, HR 3D's Talent Show)
- Improve Networking and English Proficiency

Prefect in MR/Kongala Central College - 2016/2017

Head Prefect of Dhamma School - 2017 /2018

Treasurer Of Media Unit In the Viharamahadevi Balika Vidyalaya - 2019/2020

Secretary Of School Commerce Society In MR/Kongala Central college - 2017 / 2018

REFERENCES

Abheetha Rathnayake
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Vimansha Ranasinghe
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