



NILUJA PEIRIS

HR Executive

ABOUT ME

Motivated and detail-orientated HR professional with experience in recruitment, employee engagement, and HR operations. Seeking an HR Executive position to contribute to strategic HR initiatives, enhance employee satisfaction, and support organizational growth.

PERSONAL INFO

Full Name

Niluja Dewangi Peiris

Date Of Birth

Jun 17, 1999

Marital Status

Single

Gender

Female

Nationality

Sri Lankan

KEY SKILLS

- Recruitment Management
- Employee Relations
- HR Compliance
- Payroll Processing
- MS Office 365 Suite & Advanced Excel
- Talent Acquisition
- Data Management
- HR Analytics
- Policy Implementation
- Training Coordination



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nilujapeiris66@gmail.com



Jayanthi Mawatha, Kanewala,
Pokunuwita

EXPERIENCE

HR Assistant

Jan 2024 - Present

Flexicare Lanka (Pvt) Ltd – Bandaragama

- Coordinate end-to-end recruitment activities, including job postings, candidate screening, interviews, and onboarding.
- Maintain & update employee records, manage attendance and leave tracking systems.
- Assist in drafting HR policies and ensure compliance with legal and organizational standards.
- Prepare HR reports & analytical dashboards for management review.
- Manage HR documentation including offer letters, contracts, promotions, and offboarding.
- Support employee relations, address grievances, & assist with disciplinary procedures.
- Organize and facilitate training sessions, workshops, and employee engagement initiatives.
- Handle payroll inputs and collaborate with the finance department.
- Coordinate EPF/ ETF activities with Central Bank & Governments Authorities.
- Coordinate the performance evaluation process to support management decisions on employee rewards and development.
- Ensure compliance with Labour Laws, Company Policies and Social Accountability Standards.
- Assisted in internal and external audits by preparing HR documents and ensuring compliance with audit requirements.

HR Intern

May 2023 – Dec 2023

Flexicare Lanka (Pvt) Ltd – Bandaragama

- Assisted in recruitment processes including CV screening and interview coordination.
- Maintained employee records and ensured accuracy of HR documentation systems.
- Supported HR operations while ensuring compliance with policies and labor regulations.
- Helped in onboarding processes, preparing documents and guiding new employees.
- Coordinated daily HR administrative tasks and supported overall departmental activities.

SOFT SKILLS

- Leadership
- Time Management
- English Language
- Creativity
- MS Office including Excel
- Teamwork and collaboration

LANGUAGES

- English
- Sinhala

HR Trainee

Jan 2022 – Jan 2023

Quantum Clothing (Pvt) Ltd – Moragahahena

- Assisted in recruitment activities including job postings, CV screening, and interview scheduling.
- Maintained and updated employee records ensuring accuracy and confidentiality of data.
- Supported payroll preparation and monitored attendance and leave management systems.
- Assisted in onboarding and induction processes for new employees.
- Provided administrative support to HR operations while ensuring policy compliance.

PROFESSIONAL QUALIFICATIONS

Chartered Qualification in Human Resource Management

- CIPM, 2024

Chartered Intermediate in Human Resource Management

- CIPM, 2023

Diploma in Professional Human Resource Management

- CIPM, 2022

Advanced Certificate in Human Resource Management

- CIPM, 2020

Diploma in English

- Saegis Campus, 2019

Young Learner English Language Course

- British Council, 2015

EDUCATIONAL QUALIFICATIONS

Advanced Level Examination in Biology Stream

- Taxila Central College – Horana (2019)

Passed G.C.E. Ordinary Level Examination

- Taxila Central College – Horana (2015)

CERTIFICATIONS

ISO 13485:2016 Internal Auditor Training

- Chonconn Consulting Co., Ltd. (Dec 2024)

REFERENCES

Manoj Siriwardhana

Former Director
Human Resources, Bodyline (Pvt) Ltd
Horana.

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Priyantha Karunarathna

Production Manager, Bondville
(Pvt) Ltd.

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i do hereby certify that the particulars furnished by me are true and accurate to the best of my knowledge

Niluja Peiris