



Nimesha Fonseka

Finance & Accounts | Procurement | Human Resources | Administration

Personal Info

- ✉ nmfonseka1994@gmail.com
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- 📍 127/G, Beruwana, Thoranagoda, Eheliyagoda.

EDUCATION QUALIFICATION

- **BSc (Honours) in Business Management**
Sabaragamuwa University of Sri Lanka
2020
- **G.C.E. Advanced Level Examination**
2014
- **G.C.E. Ordinary Level Examination**
2010

Skills

Finance & Accounting

Procurement Management

Human Resources Management

Payroll Administration

Administrative & Committee Coordination

Microsoft Excel & Spreadsheet Management

Business Management

Documentation & Records Management

PROFILE

Dynamic and motivated Business Management professional with experience across **Finance, Accounts, Procurement, Human Resources, and Administration**. Experienced in supporting financial and procurement operations, payroll processing, committee coordination, documentation, and general administrative functions. Strong academic background in Business Management, complemented by professional development in Human Resources Management. Demonstrates strong communication, coordination, problem-solving, spreadsheet management, and organizational skills, with a professional and responsible approach to assigned responsibilities.

PROFESSIONAL EXPERIENCE

Finance Executive & Procurement Officer, Nagananda International Institute for Buddhist Studies, Kelaniya

2024 - Present

- Support finance, procurement, and administrative operations.
- Coordinate procurement activities, supplier communication, and related documentation.
- Support Finance and Procurement Committee activities and documentation.

HR Executive, Carlos Embellishers (Pvt) Ltd, Veyangoda

July 2024 - August 2025

- Supported HR operations, payroll processing, and employee administration.
- Maintained HR records and supported employee-related activities.

Management Assistant – Finance, Nagananda International Institute for Buddhist Studies, Kelaniya

February 2024 - July 2024

- Supported day-to-day finance-related operational activities and administrative requirements.

HR Assistant, Jay Jay Mills Lanka (Pvt) Limited, Avissawella

January 2022 - February 2024

- Supported HR operations, payroll functions, and employee administration.
- Assisted in employee motivation and engagement initiatives, as well as HR documentation.

Communication &
Interpersonal Skills

Problem-Solving & Decision-
Making

Leadership & Team
Coordination

Self-Motivation & Initiative

Languages

Sinhala

English

HR Assistant, Orit Apparels (Pvt) Ltd, Avissawella

February 2020 - July 2020

- Supported Human Resources and payroll activities within an apparel-sector working environment.

PROFESSIONAL QUALIFICATION

Strategic Level II, Professional Qualification in Human Resources Management (PQHRM), CIPM

2026

Finalist of AATSL Examination, Association of Accounting Technicians of Sri Lanka (AATSL)

2014

Executive Level Examination, Chartered Institute of Sri Lanka

2014

CISI Level 2 in Fundamentals of Financial Services, CISI

2014

New Business Development, Learning & Leadership Training , Nagananda International Institute for Buddhist Studies (NIIBS)

2026

Workshop on Filing Systems & Basic Secretarial Concepts , SDFL

2025

LEADERSHIP & INSTITUTIONAL INVOLVEMENT

- 2025–2026 — Secretary, Procurement Committee, Nagananda International Institute for Buddhist Studies (NIIBS)
- 2025–2026 — Secretary, Finance Committee, Nagananda International Institute for Buddhist Studies (NIIBS)
- 2012–2013 — Member, School Prefect Board
- 2013 — Leader, Consumable Committee, R/Eheliyagoda Central College
- 2010 — Participant, Leadership Training Program

REFERENCES

Mr. Chandana Udagedara

Attorney-at-Law No. 523, Lawyers Office Complex, Kandy | cha.lk4u@gmail.com | 077 698 8450 / 081 424 3523

Mr. A. I. Ekanayeka

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