

Nipuni Wickamasooriya

HR & Operations Professional



Personal Profile

Full Name: Deiyagala Arachchilage

Nipuni Tharaka Wickramasooriya

Address: No.246, Rajadutha
Sevana, Hanwella, Sri Lanka.

Phone: +94 74 141 6925

Email:
nipunitharaka40@gmail.com

Date of Birth: 08-04-1993

Marital Status: Married

Core Skills

- HR Operations
- Payroll & Attendance
- HRIS Management
- Employee Relations
- Assistance to MD/CEO
- Recruitment & selection
- Office administration
- Communication & Coordination
- Data Analysis & Reporting
- Event Coordination
- Letter issuing & Documentation
- Organizational & Multitasking skill

Professional Summery

Experienced HR & Operations professional with over 9 years of experience in HR operations, payroll, employee relations, administration, and executive support. Experienced as Secretary to the MD & CEO, handling coordination, communication, scheduling, and confidential documentation with strong organizational and communication skills.

Education

- **BA (Hons) Business - 2021**
Wrexham Glyndwr University - UK
- **LID Diploma in Business Management - 2021**
Londontec City Campus
- **Certificate Course in Human Resources Management - 2017 -2018**
CIPM
- **Diploma in Human Resources Management - 2014**
Londontec City Campus
- **Basic English Course - 2013**
Open University

Experience

- **Founder & Operation Manager - NYX Artwear | Jan 2026 – Present**
 - Founded and managed an online fashion and apparel brand
 - Handled business operations, customer communication, and order coordination.
 - Managed social media promotions, branding, and customer engagement.
 - Coordinated suppliers, inventory, and delivery processes.
- **Executive - Retail - Jaykay Marketing (PVT) Ltd | June 2025 - Dec 2025**
 - Managed retail operations and customer coordination.
 - Maintained professional communication and administrative support.
 - Assisted with operational workflow and reporting.
- **Senior Executive - HR (Acting In-Charge) - Bio Pack Technology (PVT) Ltd | Dec 2023 - Dec 2024**
 - Managed HR operational activities and employee administration.
 - Assisted payroll coordination and HR documentation.
 - Maintained employee records and HRIS systems.
 - Supported recruitment, onboarding, and employee relations.
- **Senior Executive - HR & Secretary to MD/CEO - Prasad Fashion Square | Jan 2022 - Nov 2023**
 - Managed employee attendance and HR records
 - Handled confidential employee and company documentation
 - Assisted payroll and HR coordination
 - Maintained main cash handling and administrative records
 - Coordinated schedules, meetings, and executive communications for MD & CEO

- Managed office operations & internal coordination.

- **HR Executive - VRC Industries (PVT) Ltd | September 2019 – January 2022**
 - Assisted HR administration and employee relations.
 - Coordinated attendance, payroll support, and personnel documentation.
 - Supported recruitment and office administration activities.

Additional Information

- Head Prefect of the School (2011-2012)
- Deputy Games Captain (2010-2011)
- Member of school Netball & Athletics team (2004-2012)
- Completed Netball Umpire Exam – Grade C.

- **HR Assistant -Hirdaramani Industries (PVT) Ltd | Jan 2016 – Dec 2018**
 - Maintained employee personal files and HR documentation
 - Managed HRIS data and employee record updates
 - Drafted HR letters and official documents
 - Assisted with employee relations and staff coordination
 - Supported recruitment processes and candidate screening
 - Coordinated company events and employee activities
 - Maintained confidentiality of employee information
 - Assisted daily HR operations and administrative tasks

Non-Related Reference

- **Indrajith Thebulanda**
CEO
Prasad Fashion Square
High Level Road,
Kottawa.
+94 70 218 6138
- **Shiromi Kuruppu**
Retired Principal,
Siripiyaratha National College,
Padukka.
+94 71 805 0422

- **Accounts Assistant - Wijitha Trading & Investment (PVT) Ltd | Jul 2013 – May 2015**
 - Managed petty cash handling and expense records
 - Assisted attendance tracking and payroll coordination
 - Prepared reports and maintained financial documentation
 - Supported daily accounting and administrative operations
 - Maintained accurate records and filing systems
 - Assisted with office coordination and documentation tasks

I do hereby certify that the above details are true & accurate to the best of my knowledge

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D.A.N.T Wickramasooriya

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Date