

NUWAN WEERASINGHA

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PROFESSIONAL SUMMARY

HR professional with 10+ years' experience in HRIS, ERP, and payroll. Skilled in attendance management, ERP data handling, and Advanced Excel for reporting and automation.

TECHNICAL SKILLS & COMPETENCIES

- HRIS & ERP: hSenid, SAP, IFS ERP, Microsoft Dynamics NAV, Oracle MICROS, ALPHA ERP, and Olax Payroll.
- Advanced Excel (Data Validation, Conditional Formatting, IF functions, VLOOKUP, Pivot Tables) and Google Workspace automation (Sheets & Forms).
- ERP master data maintenance, SAP payment support, and hSenid attendance reporting.
- Payroll processing using Olax Payroll and Excel-based payroll systems.

PROFESSIONAL EXPERIENCE

HR Executive - Administration | Coats Thread Exports (Pvt) Ltd

June 2025 – May 2026

- Managed administration operations for 680+ employees, including transport, canteen, security, and facility services.
- Processed vendor payments via SAP and prepared analytical reports.
- Coordinated contracts, SOPs, compliance activities, and audits.
- Automated processes using Google Forms and Sheets to improve efficiency.
- Managed attendance, biometrics, and shift administration through hSenid HRIS.

Admin & HR Executive | Eathos F&B Investments LLC – Dubai

Oct 2022 – May 2025

- Managed production unit administration and supervised storekeeping and data entry teams.
- Prepared daily production consolidation reports across 8 brands.
- Handled employee relations, including interviews, grievances, surveys, and disciplinary actions.
- Maintained attendance records and supported payroll for 60+ employees through overtime and leave administration.
- Coordinated transportation and administrative operations to ensure smooth production support.

Executive – Administration | Crysbro Group of Companies

Feb 2021 – Sep 2022

- Managed daily project administration, including procurement and inventory control.
- Handled vendor payments and petty cash using Microsoft Dynamics NAV.
- Processed attendance and payroll for site workers and drivers.

Junior Executive – HR & Accounts | Sunshine Healthcare Lanka Ltd

Nov 2017 – Dec 2020

- Managed attendance and overtime reporting for 140+ employees using biometric systems.
- Handled cash sales, petty cash, and cheque/credit settlements via IFS ERP.

Junior HR Executive | Global HR Solutions (Pvt) Ltd

Apr 2017 – Nov 2017

- Developed automated OT calculation and paysheet system, improving accuracy and overall efficiency.
- Coordinated new joiner documentation and supported interview scheduling and candidate coordination.

Payroll Officer | Ayagama Tea Factory (Pvt) Ltd

May 2015 – Mar 2017

- Managed end-to-end payroll for 175+ factory workers, including wages, advances, and loans using Olax Payroll.
- Developed Excel-based payroll sheets to validate system outputs and prepared EPF/ETF reports.
- Handled employee grievances to support a stable and productive factory environment.

EDUCATION & CERTIFICATIONS

- **Chartered Intermediate in HRM (CIPM)** – In progress
- **Diploma in Human Resources Management** – Londontec City Campus
- **Diploma in Business Management** – Londontec City Campus
- **Certificate in Computerized Accounting** – Asian Lanka Computer Academy
- **Diploma in English** – E-SOFT
- **G.C.E. Advanced Level** (A, B, C passes)

ACHIEVEMENTS

- **Best Employees Applause Q4 - 2025** (Coats Thread Exports)
- **Employee of the Month - Dec 2023** (Eathos LLC - Dubai)

LANGUAGES

- **Languages:** English (Fluent) | Hindi (Fluent Spoken) | Sinhalese (Native)