

NUWAN WEERASINGHE

Phone: 078 455 8005 | Address: Saugas Junction, Horana.

LinkedIn : www.linkedin.com/in/nuwanjw | Email: nuwanj9211@gmail.com



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 and Olax Payroll.
- **Advanced Excel:** Data Validation, Conditional Formatting, IF functions, VLOOKUP, Pivot Tables and Google Workspace automation (Sheets & Forms).
- **ERP:** Master data maintenance, Payment Processing, Time & Attendance, Reporting Tools.

PROFESSIONAL EXPERIENCE

HR Executive | Coats Thread Exports (Pvt) Ltd - Horana (June 2025 – up to date)

- Managed time and attendance, shift administration through hSenid HRIS.
- Processed vendor payments via SAP system and prepared analytical reports.
- Managed Canteen, Transportation and other administration activities.
- Automated processes using Ms Forms and Sheets to improve efficiency.

Executive - Admin & HR | Eathos F&B Investments LLC – Dubai, UAE (Oct 2022 – May 2025)

- Handled employee relations, including interviews, grievances, surveys, and disciplinary actions.
- Maintained attendance, leave & overtime data.

Executive – Administration | Crysbro Group of Companies - Gampola (Feb 2021 – Sep 2022)

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

Junior Executive | Sunshine Healthcare Lanka Ltd - Kelaniya (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 - Kiribatgoda (Apr 2017 – Nov 2017)

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

Payroll Officer | Ayagama Tea Factory (Pvt) Ltd - Ayagama (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)