

PASINDU LAKSHAN

BBA, AAT (Passed Finalist), CQHRM (Reading)

Mobile: [\(+94\) 71 419 77 68](tel:+94714197768) | Email: kpasindulakshan@gmail.com | Address: Kalutara, Sri Lanka.



HUMAN RESOURCES PROFESSIONAL

Result-driven HR professional with a solid background in Human Resources management encompassing end-to-end HR functions including talent acquisition, employee relations, performance management, payroll administration, and HR compliance. Adept at balancing administrative efficiency with effective people management, ensuring compliance with company policies and local labor laws. Committed to operational excellence and building high-performing teams that contribute to sustained organizational success.



PROFESSIONAL EXPERIENCE

Executive – Human Resources and Administration

SLP Engineering | Maldives & Seychelles | March 2023 – Aug 2025

- Coordinated employee onboarding and induction programs, transfers, and exit formalities.
- Handled employee grievances, complaints, disciplinary matters, conflict resolutions and employee relations professionally, ensuring positive workplace environment.
- Organized training sessions, staff welfare activities, and employee engagement programs.
- Prepared and maintained accurate employee records, HR documentation, attendance reports, and confidential personnel files to support smooth HR operations.
- Ensured HR practices with labor laws and company policies, and maintain regulatory standards.
- Handled company insurance scheme, ensuring full employee coverage and compliance.
- Handled VISA and Work Permit processing of employees in line with immigration requirements
- Coordinated catering and accommodation arrangements for employees, clients and company events.
- Organized international and local travel arrangements, managing itineraries and transport.
- Managed office facilities and supplies, maintained a well-organized and efficient work environment.

Executive – Human Resources

Bellagio Limited | Colombo 03, Sri Lanka | March 2022 – March 2023

- Managed end-to-end HR operations including full-cycle recruitment, onboarding and exit formalities.
- Conducted performance reviews, appraisals and launched employee development programs.
- Assisted in payroll processing, maintaining accurate attendance, leave records and overtime.
- Implemented and administrated of HRIS, including the biometric attendance system.
- Successfully organized corporate events and training programs.
- Maintained effective employee relations, grievances, contributing to the positive workplace culture.
- Collaborated with management to develop and strategic HR initiatives.
- Assisted to develop and deploy organizational policies and procedures, ensuring compliance with legal requirements and organizational standards.

Intern - Human Resources

Econopack Industries PVT LTD | Bandaragama, Sri Lanka | March 2021 - March 2022

- Prepared employment letters, contracts, and maintained accurate employee data in HR databases.
- Ensured the outsourced man power requirements of the organization.
- Organized employee training programs to enhance skills and performances.
- Ensured employee compliance with health and safety procedures and company regulations.
- Conducted ISO audits ensuring process aligned with the quality standard.
- Managed exit interviews and employee clearance procedures to ensure smooth offboarding.
- Organized staff engagement activities and company events to improve employee morale and culture.
- Coordinated transport arrangements for staff and events ensuring smooth logistics and operations.

Trainee Office Assistant

People's Bank | Colombo 02, Sri Lanka | Feb 2016 - Jan 2017

- Supported daily administrative and office workflows to ensure smooth work functioning.
 - Assisted in processing of internal memos and coordinating mail distribution.
 - Prepared official letters, reports and correspondents for management.
 - Provided administrative support to HR and Finance teams with documentation, attendance and petty cash handling.
 - Monitored office supplies and inventory levels and ensuring timely replenishment of stationery and consumables.
-

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- **Bachelor of Business Administration, Specialized in Human Resource Management**
University Of Ruhuna, Sri Lanka
 - **Chartered Qualification in Human Resource Management – Reading**
Chartered Institute of Personnel Management Sri Lanka (CIPM)
 - **Diploma in Accounting and Business**
Association of Accounting Technicians of Sri Lanka (AAT)
-

PERSONAL INFO

- **FULL NAME:** Kandamullage Pasindu Lakshan
 - **DATE OF BIRTH:** 1996 Dec 03
 - **NATIONALITY:** Sri Lankan
 - **ADDRESS:** No. 41, Kapuhena, Waskaduwa, Sri Lanka
-

REFERENCES

Mr. Anuruddhika Gunawardana
Manager – Human Resources
Econopack Industries (Pvt) Ltd.
+94771054180
haagunawardana@gmail.com

Mr K. G. Sajith Chanaka
Assistant Manager – Human Resources
Bellagio Limited
+94 71 644 7349
sajithchanaka529@gmail.com

I hereby certify that the above details are true and correct to the best of my knowledge

PASINDU LAKSHAN