



piyumiwewage@gmail.com



075 0430 526



100/C, Kirigala
Road, Handapangoda

EDUCATION QUALIFICATION

- **Higher National Diploma in HR (sp)**
SLIATE, Advance Technological Institute of Dehiwala. 2024
- **Certificate Course in Computer Application** 2019
- **Certificate Course in Professional English.**
National Youth Service Council in Maharagama
- **Certificate Course in Computer Studies .**
Handapangoda Navodya School Learning Center 2015

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task.
- The ability to follow instructions and deliver quality results
- The ability to work with MS Package

H.P.THARANGI

HR PROFESSIONAL

ABOUT ME

I am dedicated HR professional with experience in recruitment, employee relations & HR operations. I excel at fostering positive workplace environment, improving staff performance & aligning HR strategies with organizational goals. I bring strong interpersonal, communication & problem solving skills to support effective HR management.

PROFESSIONAL EXPERIENCE

Junior HR Executive

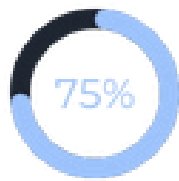
10 Oct 2022- Up to now(2026) | Medihelp Hospitals Pvt Ltd

- Oversee recruitment activities including preparing job advertisement, managing the recruitment process & onboarding new employees.
- Organize company events & activities foster employee engagement.
- Coordinated training programs and schedules, including creating and maintaining timetables and calendars for all training sessions.
- Managed training records and participant attendance, ensuring accurate documentation and up-to-date tracking
- Developed quarterly training calendars for trainers and ensured adherence to schedules.
- Supported the induction program schedule and conducted induction sessions as required, including maintaining post evaluation records.
- Collected and analyzed feedback from training participants to assess program effectiveness and provided recommendations for improvements.
- Generated monthly progress reports and follow-up studies to evaluate training outcomes and Supported the creation of quarterly progress reports and presentations for management review.
- Provided administrative support to the HR team, including filing, data entry, and record maintenance.
- Handled employee inquiries related to training programs and schedules, ensuring timely responses and effective communication

LANGUAGE



Sinhala



English

PERSONAL INFO:

- Name: Hewage Piyumi Tharangi
- NIC: 967850721V
- Birthday: 11/10/1996
- Marital Status: Single
- Nationality: Sri Lankan

EXPERTISE

- Management Skills
- Creativity Digital
- Marketing Negotiation
- Critical Thinking
- Leadership

EXTRACURRICULAR ACTIVITIES

- Prefect at Handapangoda Maha Vidyalaya (2008-2012)
- Winner of All island dancing competition (Group)
- Member of the Environmental Pioneer Brigade.
- Secretary of Buddhist Society at Handapangoda Maha Vidyalaya
- Secretary of Sinhala & Literature Society at Handapangoda Maha Vidyalaya
- Member of Media Unit at Handapangoda Maha Vidyalaya
- Passed Dhamma Examination (Final)

- Prepare the employee Service letters, Confirmation letters, Offer letter, Warning letters, Transfer letters and other banking related documents.
- Coordinate performance appraisal processes and preparing performance evaluation documents.

HR Internship

2021-2022 | Spencer Denim Pvt Ltd

- Personal File Handling Procedure
- Assisted the HR department in audits and compliance activities, ensuring training programs adhered to relevant policies and regulations
- Sourced and screened resumes, conducted interviews, and collaborated with managers for candidate selection.
- Prepared offer letters, employment contracts and managed onboarding documentation for new hires.
- Maintained accurate employee records and handled HR policies, forms, and induction programs.
- Prepared HR letters (offer, appointment, confirmation, etc.) and handled employee grievances and disciplinary actions.
- Organized company events and activities to foster employee engagement

REFERENCES

▪ Kasun Kothalawala

Associate Product Owner

hSenid Business Solution,

67/1, Hudson Road, Off Perehera Mw, Colombo 03, Sri Lanka

Phone No: 076 606 8997

▪ Nilupa Thilakarathna

Teacher In Charge (ICT)

Taxila Central College, Horana

Phone No: 071 155 0782

I hereby attest that the above given information are true and correct according to the best of my knowledge.

H.P. Tharangi

Signature