



CONTACT DETAILS

Phone 📞

+94 70 655 6775

Email ✉

piyumikagunathilaka6@gmail.com

Address 📍

Udawatta, Hela Halpe, Bandarawela,
Sri Lanka

LinkedIn ⓘ

<https://www.linkedin.com/in/piyumika-gunathilaka-533470291>

PERSONAL DETAILS

- Date of Birth 13 September 2000
- Nationality Sri Lankan
- Languages English | Sinhala

CORE SKILLS & COMPETENCIES

- Human Resource Administration
- Employee Records & Documentation Management
- Attendance, Leave & Payroll Support
- EPF / ETF Documentation & Compliance (Sri Lanka)
- Office & Administrative Operations
- Data Entry & HR Information Systems
- Reporting & Documentation Accuracy
- Supplier Payments & Credit Control Support
- Stock Verification & Costing Assistance
- Communication & Stakeholder Coordination
- Confidential Data Handling
- MS Office (Word, Excel, PowerPoint)
- Time Management & Multitasking
- Team Collaboration & Leadership Support

PIYUMIKA GUNATHILAKA

Senior Administrative Assistant | HR & Administration Professional

PROFESSIONAL SUMMARY / CAREER OBJECTIVE

A highly motivated and detail-oriented **HR and Administrative professional** with hands-on experience in **human resource administration, payroll coordination, statutory compliance, office administration, record management, and operational support** within the hospitality sector. Proven ability to manage confidential employee data, maintain accurate HR documentation, coordinate financial and administrative records, and support management decision-making through accurate reporting. Seeking a challenging **HR or Administrative role** where strong organizational skills, leadership potential, and a solid academic background in **Management and Leadership** can contribute to organizational efficiency, compliance, and employee engagement.

PROFESSIONAL EXPERIENCE

Senior Administration Assistant

The Heritage Grand, Badulla, Sri Lanka
June 2024 - Present

- Maintain and update employee salary, attendance and monthly leave balances with accuracy.
- Prepare and manage **EPF/ETF documentation, cheques, and statutory records** in compliance with Sri Lankan labor regulations.
- Record and verify daily attendance, staff cash reports, and credit transactions.
- Support payroll-related documentation and income tax record management.
- Manage supplier payments in accordance with approved credit terms.
- Assist in sales, recovery, and credit data entry for management reporting.
- Conduct stock verification and assist with costing and inventory control.
- Maintain manual and system-based income and expense records.
- Ensure proper filing, confidentiality, and accuracy of administrative and HR documents.

Management Trainee

The Heritage Grand, Badulla, Sri Lanka
January 2024 - June 2024

- Assisted in daily administrative and operational activities within the hotel.
- Supported HR and finance teams with documentation, reporting, and record maintenance.
- Gained practical exposure to hospitality operations, staff coordination, and compliance practices.

EDUCATIONAL QUALIFICATIONS

Management & Business Studies

BA (Hons) in Management & Leadership – Upper Second

Coventry University, United Kingdom
(NIBM)

Advanced Diploma in Business Management (Merit)

National Institute of Business Management (NIBM), Sri Lanka
Successfully Completed

PROFESSIONAL & STUDENT ACTIVITIES

- Active Member - Students' Club, National Institute of Business Management (NIBM), Sri Lanka
- Active Member - Sports Club, National Institute of Business Management (NIBM), Sri Lanka
- Member - NIBM Netball Team
- Resource Person - **Sipnena Project** (Community Development & Knowledge Sharing Initiative)

EXTRA-CURRICULAR & LEADERSHIP ACTIVITIES

- Participated in Athletics (Running)
- Member of School Netball Team
- Member of School Volleyball Team
- Senior School Prefect
2015 - 2019
- Head Prefect - Dhamma School
2016
- Teacher - Dhamma School
- Participated in English Spell Master Competition | 2018
- Member of School Western Band
2011 - 2019
- All Island Inter-School Western Music & Dance Competitions
2008 & 2013
- British & International Film Festivals for Music, Dance & Speech | 2007
- Pass - Buddhist Dhamma Teachers Examination
2018 / 2019

PERSONAL REFERENCES

• **MRS. LAKSHI WANNIARACHCHI**

Lecturer
National Institute of Business Management (NIBM), Galle, Sri Lanka

Email: lakshi@nibm.lk
Phone: +94 76 616 3071

• **MR. AMILA RANAWEERA**

Chief Executive Officer
Adroit Technology (Pvt) Ltd.
Badulla, Sri Lanka

Email: amila@adroittechno.com
Phone: +94 71 927 9472

Higher National Diploma in Business Management (Merit)

National Institute of Business Management (NIBM), Sri Lanka
Successfully Completed

Information Technology

Diploma in Information Technology

ESOFT Metro Campus, Sri Lanka
2019 | Successfully Completed

Language, Communication & Leadership

Certificate Course in Listening & Speech in English for School Leavers (Merit Pass)

The Open University of Sri Lanka, Sri Lanka
2021 | Successfully Completed

Certificate of Leadership Development

National Centre for Leadership Development, Sri Lanka
2015 | Successfully Completed

ACADEMIC & INDUSTRIAL PROJECTS

The Impact of Customer Satisfaction on Profitability in the Hotel Sector after COVID-19 in Sri Lanka

Institution: The Heritage Grand, Badulla, Sri Lanka

- Conducted data analysis on customer satisfaction trends and their financial impact post-pandemic.
- Evaluated service quality and operational efficiency influencing hotel profitability.

Impact of Website Quality on Revisit Intention in the Banking Industry of Sri Lanka

Institution: National Institute of Business Management (NIBM), Sri Lanka

- Analyzed digital service quality factors affecting customer retention in banking.

Investigation of Human Resource Functions

Institution: MAS Unichela, Koggala, Sri Lanka

- Studied core HR functions including recruitment, training, performance management, and compliance.

NIBM Food Fiesta Project

Institution: National Institute of Business Management (NIBM), Sri Lanka

- Participated in planning, coordination, and execution of event-based academic project activities.

I do hereby declare that all the information and facts furnished above are true, correct and complete to the best of my belief and knowledge.