



POOJANI AMAYA UDAMULLA

INTERNATIONAL BUSINESS MANAGEMENT GRADUATE | HR & MARKETING ENTHUSIAST

CONTACT

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SKILLS

- Advance proficiency in Microsoft Office and Power BI
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Sinhala (Native)

REFERENCE

- Rozani Akbar**
Human Resource Manager & Administration
MAS Bodywear (Intimates) Ratmalana
Phone: 0773087853
Email : RozaniA@masholdings.com
- Thilina Dilshan**
Senior Executive Business Partnering
MAS Bodywear (Intimates) Ratmalana
Phone: 0774577096
Email : ThilinaD@masholdings.com

PROFILE

Results-driven International Business Management undergraduate with hands-on experience as a Human Resources Intern at MAS Holdings. Skilled in onboarding coordination, recruitment support, HR administration, and employee engagement. I bring strong organizational and communication skills and aim to contribute analytical thinking and people-focused solutions to support organizational effectiveness and business growth.

WORK EXPERIENCE

- Human Resources Intern – HR BP MAS Bodywear (Intimates) | Ratmalana** NOV 2025 - PRESENT
- Supported full-cycle recruitment processes, including CV screening, candidate shortlisting, and interview coordination.
 - Coordinated with candidates to arrange interviews and provide timely updates, ensuring a seamless recruitment experience.
 - Assisted with onboarding by preparing necessary documentation and maintaining employee records.
 - Managed and updated employee information in the Oracle HR system, ensuring data accuracy and confidentiality.
 - Contributed to internal HR communications and helped organize employee engagement initiatives.

EDUCATION

- BSc (Hons) International Business Management** 2023-2026
Staffordshire University UK, Affiliated Asia Pacific Institute of Business (APIIT) - First Class Honors
- Gateway College Kandy** 2011-2020
Pearson Edexcel International GCSE (2018)
Business (A), Economics (A), Geography (A), Mathematics (A), Accounting (B), English (B), Sinhala (C)
- Skills for life Affiliate with Gateway College Kandy** 2021-2022
Pearson Edexcel International GCSE (2018)
Business (A), Economics (A), Accounting (C)

EXTRA - CURRICULAR ACTIVITIES

- Treasurer - Entrepreneurship Club, APIIT Kandy** 2024-2025
- Member of Business Club** 2020