



PRAMODYA HANSHINI

HUMAN RESOURCE ENTHUSIAST

WORK EXPERIENCE

John Keells Logistics PVT LTD

2026 FEB - PRESENT

HR Officer - Human Resource Business Partnering

- Ensure on time Payroll processing for both operation and Transport employees. .
- Manage end to end recruitment for warehouse assistant and driver, helper roles: sourcing, interviews, documentation and system access.
- Ensure smooth onboarding and orientation for new hires.
- Handle personal files, attendance systems and employee documentation.
- Resolved employee grievances to improve workplace harmony.
- Coordinate Vendor Payments. (Manpower supply, Meal Supply)
- Maintain accurate data entry across HR systems. (Invalid forms/Leaves)
- Oversee exit formalities, including exit interviews.
- Conducting monthly training programs about operations and processes.
- Evaluate the success of training programs.
- Coordinate employee engagement activities.

MAS Intimates - Unichela Koggala

2025 MAY - 2025 NOV

HR Internship - Employee Relations

- Coordinate and support HR initiatives employee engagement activities including Zero Hero and Out Bound Training programs.
- Maintain HR databases and support reporting requirements including Daily attendance and Headcount
- Assist with administrative tasks and maintain accurate records including applying Duty Leaves, adding no pays and remove leaves.
- Managed absenteeism and ETO for plant team members.
- Resolved employee grievances to improve workplace harmony.
- Gained experience in performance management processes using Oracle cloud system.
- Planned and executed employee engagement events, including the Gold Coin Ceremony and Rhythm of Koggala.
- Assist in Scheduling and Coordinating Below 3-month meeting, TL / GL Meetings and Logistics.
- Coordinated recruitments and interviews for executives and interns ensuring a positive candidate experience.
- Coordinating onboarding new hires, ensuring a smooth transition into the organization.
- Organized and maintained records for skill development training programs.
- Managed student visits to MAS Intimates Unichela Koggala.
- Led social sustainability projects like Meal drives, Aquatica and English class for TMs.

EDUCATIONAL & PROFESIONAL

- Completed Degree of Bachelor of Business Administration Hons in Human Resource Management at University of Ruhuna (Pending Results) 2022 April to 2026 March
- Completed Professional Certificate in Marketing Management at Sri Lanka Institute of Marketing
- Competed English Course at AQUINAS College at Higher Education.
- Completed ICT Diploma at ATARI Institution.

CONTACT

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Housing Scheme Serpentine
Road, Borella, Colombo 10

🌐 Pramodya Liyanapathirana

SKILLS

- Negotiation
- Employee Relations
- Time Management
- Event Planning
- Training & Development
- Problem Solving
- Conflict Resolution
- Team Work
- Recruiting
- SAP
- Multitasking

REFERENCE

Dr. Thedushika De Silva
Senior Lecturer
Department of HRM
University of Ruhuna
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Mr. Hiran Kularathne
HR Manager
MAS INTIMATES
Unichela - Koggala
HiranK@masholding.com
077 224 1507

EXTRA CURRICULAR ACTIVITIES

Sports

- Selected University women softball cricket team and participated Lyca Trophy Cricket tournament with University of Jaffna.
- Bronze Medalist in Wushu Tournament organized by University of Peradeniya.
- 3rd place in 2015 and 4th place in 2016 All island Cricket tournament organized by Sri Lanka Cricket Association.
- 2nd place in Leo olympic'22 from Cricket and Volleyball.
- Champions in 2017 and 2019, 2nd place in 2018 Borella Divisional Cricket tournament.
- Selected University Karate pool team and Participated SLUG from Karate Kumihe event.
- Participated Intra faculty sport meet.
- Participated Inter Faculty Sport Meet.
- Participated School Sports meet.

AIESEC IN RUHUNA

- Organizing Committee Vice President Event and Logistics in Prestige'23 Annual award ceremony.
- Member - Finance and Legal
- Member - Expansion Management (Innovation Team)
- Member- Brand Marketing (PR Team/ Content Writing Team)
- Team Leader - Incoming Global Volunteer Value Delivery

ROTARACT CLUB OF UNIVERSITY OF RUHUNA

- Project Manager - You are not Alone (Suicide prevention awareness project)
- Coordinator - Groots (Mangroves restoration project)
- Coordinator Logistics and Finance- Trail Blitz (Scavenger Hunt)
- Member of the Month December

LEO CLUB OF RUHUNA MILENIUM

- Coordinator - Electro wonders (Robo Technology promoted project)
- Coordinator - Esperanza (Mangroves restoration project)
- Article Writer - Yes I can (Mental Health Project)
- Coordinator - Little Hunger (Providing nutritious meals sustainable solutions, and empowering communities)
- Secretary - ICT Knowledge for a better future (Quality Education Development Project)
- Coordinator - Atlantia (Turtles released project)
- Photographer - Aspire one more pulse (Blood donation project)

LEADERSHIP

- Membership Development Director at Leo Club of University of Ruhuna Millenium
- House Games Captain 2019
- Cricket Team Captain 2018
- Karate Captain in Faculty of Management
- Treasurer at Leo club of Moratuwa
- Sports and Talent Search Committee Officer Leo District 306 A01

AWARDS & ACHIVEMENTS

- Winner Leo Area 01 most emerging camper award.
- Creative Writing 1st Place at Unifiara English Day Organized by University of Ruhuna.
- Two Years School Colors holder (2015 / 2016).
- Most Outstanding LEO in LEO District 306 A01.
- Most Outstanding Treasurer LEO District 306 A01
- Selected for Uniliver Youth Forum 2024