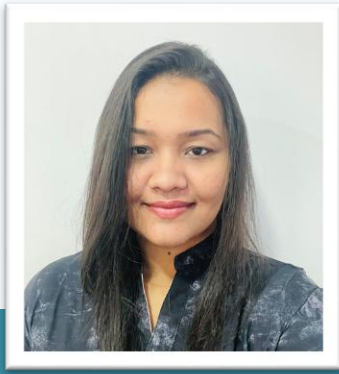




RASHMI WIJEMANNA

HR EXECUTIVE

CONTACTO

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☎ +94 71 4132323

📍 "Wijaya", Pahala welgama, Bulathsinhala.

🌐 [Rashmi \(Avishka\) Wijemanna |](#)

PROFILE SUMMARY

I am a graduate candidate specializing in Human Resource Management at University of Ruhuna with a strong academic background, one year strong at Lalan Rubber I stand, learning, shaping, hand in hand and a seeker of new Opportunities by working with a team spirit and pursuing untapped opportunities. I am a self-motivated person who adapts to today's dynamic environment by building strong relationships through decision-making and better communication.

SKILLS

- ✓ Microsoft Word, Excel, Power-Point, Access
- ✓ Handling E-mail and Websites
- ✓ Dedicated and Hardworking
- ✓ Time management
- ✓ Good Communication Skill
- ✓ Customer Relationship Management
- ✓ Payroll Management
- ✓ HR Administration skill

LANGUAGES

- ✓ Sinhala: Native
- ✓ English: Advance
- ✓ Tamil: Beginner

PROFESSIONAL EXPERIENCE

LALAN RUBBERS (PVT)LTD

HR ASSISTANT

2025 - 2026

- Payroll Management (Maintained employee leave & Timecards)
- Handled EPF, ETF and other statutory compliance processes.
- Maintained Employee personal file and HR records.
- Assisted in recruitment activities and scheduling interviews.
- Prepared monthly HR reports and management information.
- Coordinated welfare activities and company events.

WASANA BAKERS (PVT)LTD

HR INTERN

2024 - 2025

- Maintained employee attendance
- Support recruitment process
- Maintained HR Documentations.

ZONAL EDUCATION OFFICE - HORANA

IT TRAINEE

- Handled Excel, Word, Powerpoint, Access, Email and Websites

EDUCATION

BBA (Hons) in Human Resource Management

2020 - 2024

University of Ruhuna – Faculty of Management and Finance

G.C.E. Advance Level Examination

Taxila central college – 2 A's and 1B

2019

G.C.E. Ordinary Level Examination

Taxila Central College – 5A's and 4C's

2015

EXTRA CURRICULAM ACTIVITIES

Junior Treasurer of English club – University of Ruhuna

Committee member of HRD Circle - University of Ruhuna

Member of Zero Plastic club - University of Ruhuna

Member of Commerce society - University of Ruhuna

REFERENCES

Mr. Dewapriya Deshabandu

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