

# RASHNI PATHIRANA

---

(+94) 71 079 3794 • 179/3, Saranathissa Road, Kahathuduwa, Polgaowita •  
rashnipathiranapk@gmail.com • linkedin.com/in/rashni-pathirana-3ba5002a5

## HUMAN RESOURCES ENTHUSIAST

---

Recruitment Support | Employee Engagement | HR Documentation

Motivated and detail-oriented HR professional with hands-on experience in recruitment, payroll support, employee engagement, and HR documentation. Demonstrated ability to manage employee relations, and HR governance activities. Passionate about contributing to a positive workplace environment and organizational excellence.

## WORK EXPERIENCE

---

**Electro Metal Pressings Pvt (Ltd) - Panagoda**

April 2025 - Present

### HR ASSISTANT

- Support payroll preparation by updating time sheets, attendance, and leave records.
- Facilitate recruitment and interview coordination for various employee categories.
- Maintain complete and accurate personal files for employees.
- Conduct induction sessions for new employees across multiple levels.
- Handle EPF/ETF form processing, AH registration, and related documentation.
- Prepare and circulate daily absenteeism and monthly HR reports (turnover, recruitment, exit summaries).
- Support disciplinary action procedures by monitoring attendance, lateness, and absence cases.
- Assist in organizing employee engagement programs and factory visits to enhance workplace relationships.
- Maintain HR records, notice boards, and ensure compliance with company policies and labour laws.

**Electro Metal Pressings Pvt (Ltd) - Panagoda**

July 2024 - March 2025

### HR INTERN

- Assisted HR team in recruitment, payroll processing, and employee engagement activities.
- Supported maintenance of HR documentation and compliance reports.
- Provided administrative assistance and contributed to daily HR operations.

## EDUCATION

---

**General Sir John Kotelawala Defense University (KDU) 2022 - 2024**

BSc in Social Sciences

Key Modules: Human Resource Management, Industrial and Organizational Psychology, Strategic Management, Research Writing, Statistics, Mental Health and Counselling

**St. Joseph's Girls' School - Nugegoda**

G.C.E. Advanced Level Examination - 2020

## **CERTIFICATIONS & TRAINING**

---

- Executive Certificate in Employment Law - CIPM (2024)
- Certificate Course in Non-Violent Communication & Media - KDU (2024)
- Drone Images & Mapping Workshop - KDU (2023)
- Leadership Skills Development Training Programme - KDU (2022)
- Diploma in English (Foundation Course) - Sipway English Academy (2022)

## **PROFFESIONAL SKILLS**

---

- HR Management & Recruitment Support
- Employee Relations & Engagement
- HR Documentation & Compliance
- Time Management & Teamwork
- Leadership & Communication
- Compliance Reporting

## **EXTRA-CURRICULARS**

---

- Treasurer and active member of Dancing Club – KDU (2022 - 2024)
- Active member of Rotaract Club - KDU (2022 - 2024)
- Senior Prefect - St. Joseph's Girls' School (2018/2019)
- Member of Media Unit - St. Joseph's Girls' School (2018 - 2020)
- Member of Sinhala Literary Union - St. Joseph's Girls' School (2015 - 2020)

## **ACHIEVEMENTS**

---

- Finalist - Inter University Dance Competition (Group Dancing Category) - APIIT (2024)
- Champion - Inter University Dance Competition (Group Dancing Category) - APIIT (2022)
- 2<sup>nd</sup> Place - All Island School Dance and Drama Competition (Group Dancing Category) - Ministry of Education (2019)
- 3<sup>rd</sup> Place - Inter House Basketball - St. Joseph's Girls' School (2019)
- 3<sup>rd</sup> Place - All Island School Dance and Drama Competition (Group Dancing Category) - Ministry of Education (2016)
- Champion - Inter House Basketball - St. Joseph's Girls' School (2013)
- 2<sup>nd</sup> place – Inter House Relay - St. Joseph's Girls' School (2012)

## **REFERENCES**

---

Mrs. NAK Weerasinghe | Senior Lecturer & Internship Coordinator | Department of Social Sciences, Faculty of Management, Social Sciences, and Humanities, General Sir John Kotelawala Defence University (KDU) | Phone: +94 71 123 69077 | Email: weerasinghenak@kdu.ac.lk

Mrs. KD Sriyani | In-Service Advisor | Zonal Education Office at Sri Jayawardhanapura, Ministry of Education | Phone: +94 77 112 4240 | Email: sriyanikodagoda9@gmail.com