



Romesh Dulan

HR EXECUTIVE

Career Objective

Equipped with a strong academic foundation and practical experience in human resource management, including recruitment, employee relations, performance management, HR administration, and organizational development. Passionate about fostering a positive workplace culture and supporting organizational success through effective people management. Committed to continuous learning, professional growth, and delivering strategic HR solutions that contribute to achieving organizational goals.

WORK EXPERIENCE

- HR Intern** Sena Mills Refineries (Pvt) Ltd,
06 Month Experience
- HR ER & Recruitment Officer** Riococo Lanka (Pvt) Ltd
2024 – 2025
- HR Executive** Riococo Lanka (Pvt) Ltd
2026 – Present

ACADEMIC QUALIFICATIONS

- BBM (Honor's) Human Resource Management Degree**
University of Jaffna
2020 - 2024
- General Certificate of Education G.C.E Advanced Level Examination**
U/V/M Udadiulwewa M.V (A, B, B)
2018
- General Certificate of Education G.C.E Ordinary Level Examination**
U/V/M Udadiulwewa M.V
2014

PROFESSIONAL QUALIFICATIONS

- Completed Diploma Levels in Information Technology**
IMBS Green Campus Kurunegala (2021/2022)
- Completed Diploma Levels in Psychology and Counseling**
SITC Campus Kandy
- Completed Diploma Levels in Human Rights and Social Work**
Uresiyana Campus
- Completed Certificate in Payroll Management**
Institute of Professional Training Development
- Completed Professional Certificate in Labor Law**

PERSONAL

Name in Full : D.H.M. Romesh Dulan
Dharmasena
Birthday : 30th August 1998
Gender : Male
Civil Status: Single
Nationality: Sri Lankan

CONTACT

- Phone:** +94 75 294 6569
- Email:** romeshdulan9830@gmail.com
- Address:** Udadiulwewa, Abanpola (60650), Sri Lanka
- WhatsApp:** +94 75 294 6569
- LinkedIn:** linkedin.com/in/romesh-dulan-3629a7246

LANGUAGES

Sinhala : ● ● ● ● ● ●
English : ● ● ● ● ● ●

SKILLS

- Computer skills
(MS Word, Excel, PowerPoint)
- Communication Skills
- Teamwork
- Leadership
- Organization Skills
- Problem-Solving Skills
- Attention to Detail
- Time management skills

- **Completed Advance Business Management and Marketing**
Infinity Business School
- **Completed Certificate Course in Computer Science**
Inter University Scholarship Program 2021 SLTCA Campus
- **Completed Advance Certificate in Human Resource Management**
Inter University Scholarship Program 2021 SLTCA Campus

OTHER QUALIFICATIONS

- **Completed Certificate Course in Spoken English**
Inter University Scholarship Program 2021 SLTCA Campus
- **Completed Certificate Course in Tamil Language**
Inter University Scholarship Program 2021 SLTCA Campus
- **Completed Certificate Course in Online Graphic**
Inter University Scholarship Program 2021 SLTCA Campus
- **Completed Certificate Course in Online Video Producing**
Inter University Scholarship Program 2021 SLTCA Campus
- **School Educational Software Group Project - Provincial Competition Winning Team Certification**
Ministry of education
- **Annual Inter-House Sports Certificates School (2010-2014)**
U/V/M Udadiulwewa M.V
- **FOBS Week Sports Certificates University (2023)**
University of Jaffna Vavuniya Campus

EXTRACURRICULAR ACTIVITIES

- Prefect of Udadiulwewa M.V 2014 – 2016
- Deputy Head Prefect Of Udadiulwewa M.V 2017
- Member of HR club University of vavuniya HR Department

REFERENCES

- | | |
|---|--|
| • Ms. Sayanji Aththanayaka
Payroll Executive | HR Department Riococo Lanka (Pvt) Ltd
Phone: 0763246030, Email: sayanjiume@gmail.com |
| • MR. ARUPPILLAI THAYAPARAN
Senior Lecturer Gr. I | Economics
Phone: 0776143582, Email: a.thayaparan@vau.jfn.ac.lk |