



RUMESH NUWAN MATHARACHCHI

HUMAN RESOURCE EXECUTIVE

Experienced HR professional with expertise in recruitment, employee relations, HR administration, audit compliance, inventory management, and operational support. Proven ability to manage workforce requirements, prepare management reports, coordinate client needs, and support multi-site operations.

CONTACTS

 : Horana, Sri Lanka

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 : +94 70 108 1921

In : <https://www.linkedin.com/in/rumesh-nuwan-bb4b7423b/>

LANGUAGES

English - Fluent

Sinhala - Native

Tamil - Basic

SKILLS

Recruitment & Talent Management

Employee Relations & Engagement

Performance Management

Training & Development

Conflict Resolution & Mediation

REFERENCES

Mr. Nishshanka Wijeratne Bandara
General Manager
Transnational Security Solutions
Lanka (Pvt) Ltd
+94 77 318 4162

**Commander (Retd) Aruna
Maganarachchi**
Chairman
Shilpa Advisor
+94 77 764 0985

EXPERIENCE (4+YEARS)

JUN 2023 - PRESENT

HR Executive | Transnational Lanka (Pvt) Ltd - Colombo 2

- Managed recruitment and onboarding & offboarding process
- Maintained employee relations and resolved workplace issues
- Ensured compliance with labor laws and company policies
- Handled EPF/ETF administration and HR documentation
- Coordinated employee training and development programs
- Prepared HR reports and supported HR operations
- Managed client coordination and relationship activities

2022 -2023

Junior HR Executive | Gajashakthi Security Service (Pvt) Ltd - Colombo 8

- Supported payroll processing and recruitment activities
- Managed employee clearance and final settlement procedures
- Prepared appointment letters and HR documentation
- Handled EPF/ETF administration and employee records
- Maintained and updated HR databases and reports

2022 (6 Months)

HR Intern | Nawaloka Hospitals PLC - Colombo 2

EDUCATION

Chartered Institute of Personnel Management (CIPM) | Sri Lanka

**CQHRM (Chartered Qualification in Human Resource Management) -
Diploma Level** (Currently Reading)

Advanced Certificate Course in Human Resource Management (2022)

Lanka Payroll & HR Academy | Sri Lanka

Practical Payroll Course (Currently Reading)

Sripalee National School - Horana | Sri Lanka

G. C. E. A/L (Commerce Stream)

