



Sachini Dilanka

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PROFILE

Graduated with a **B.Sc. (Hons) in Computation and Management** from the University of Peradeniya, with a strong foundation in IT and Business Administration. Possess **over one year of HR & Administration experience** with hands-on exposure to recruitment coordination, payroll administration, attendance management, employee relations, and HR reporting. Recognized for strong **communication, organizational, and problem-solving skills**, with a keen interest in developing a long-term career in **Human Resources and Administration**.

Experience

HR & Admin Assistant | Lavanga Beach Hotel, Hikkaduwa | September 2025 – May 2026

- Represented the hotel in Labour Tribunal (LT) matters and assisted with court-related documentation.
- Managed payroll administration with accuracy and confidentiality.
- Prepared and processed Stores Request Notes (SRN) through the Taurus Inventory Management System.
- Monitored staff attendance, headcount updates, recruitment interviews, staff onboarding.
- Conducted exit interviews and assisted in performance appraisal processes.
- Administered and maintained the **BIZPAY HRIS system** to ensure accurate employee data.
- Handled employee problem-solving, grievance management, and provided HR support to staff.

HR & Admin Officer | Rightmo Web Solutions, Galle | Feb 2025 – September 2025 (Contract)

- Manage recruitment and hiring processes.
- Maintain employee relations, resolving concerns and supporting engagement initiatives.
- Oversee payroll and benefits administration including attendance and leave management.
- Coordinate mental health training programs for staff.
- Handle HR documentation, records management, and compliance.
- Assist in performance evaluations and provide administrative support.
- Experienced in handling HR software and platforms (HRIS, TimeCamp, Hubstaff).

HR Intern | Asiri Hospital, Galle | Sep 2024 – Feb 2025 (Academic Internship)

- Assisted in HR operations, including recruitment support, employee engagement, documentation.
- Supported database management.
- Manage recruitment and hiring processes.
- Experienced in handling HR Information System.

HR Intern | Star Garments (Pvt) Ltd, Koggala | Mar 2024 – May 2024 (Academic Internship)

- Assisted in recruitment and selection processes.
- Maintained employee records and HR documentation.

Clerk | Sujith English Institute, Galle | Jan 2019 – Jan 2020

- Assisted with student coordination, documentation record-keeping.

EDUCATION

BACHELOR OF HONS IN COMPUTATION AND MANAGEMENT (FEB 2020 – JAN 2025) UNIVERSITY OF PERADENIYA – SECOND CLASS

GCE A/L – 2018 (INDEX NO: 1821270) ARTS STREAM, SOUTHLANDS COLLEGE GALLE (LOGIC – A, ECONOMICS – A, SINHALA – A)

GCE O/L – 2015 (INDEX NO: 51434610), GINTOTA SECONDARY SCHOOL GINTOTA (7As, 2Bs)

SKILLS

- Tools & Software: MS Office (Word, Excel, PowerPoint), Canva, OpenOffice, HRIS, Timecamp, Hubstaff, Bizpay
- Management Skills: Project Management, Business Administration, Human Resource Management

PROJECTS

- Impact of Digital Transformation on Small and Medium Enterprises Performance in the Sri Lankan Apparel Sector in southern province. - Faculty of Management UOP

VOLUNTEERING & LEADERSHIP

- Director of Environment Services at Zero Plastic University of Peradeniya Club
- Deputy Project Head of PHINLA Project with World Vision project (6 months)
- Trainer for the USAID School Championship Project (3 months)
- OC Member of SIREN Society of University of Peradeniya

CERTIFICATIONS

- Certificate in Labour Law – Sipway Campus (Reading)
- Professional Certificate in Marketing – SLIM (2024)
- Certificate Course in HR Analysis – Great Learning Academy (2024)
- SEO Certification – HubSpot Academy (2024)
- Certificate Course in English – University of Peradeniya (2023)
- Certificate Course on Career Development – University of Peradeniya (2022)

REFERENCES

Mr. Robert Claesson (General Manager)

Lavanga Beach Hotel

Hikkaduwa

0773141389 / 0770126206

Ms. Rosanne Perera (Personal Assistant to MD)

Lavanga Beach Hotel

Hikkaduwa

0702840866

I declare that the particulars mentioned above are true and accurate to the best of my knowledge. If I am offered an opportunity to serve your esteemed organization, I will dedicate to the best of my ability and to your satisfaction.

Sachini Dilanka



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