



SACHINI MAPATUNA

PROFILE

Proactive & results-driven HR professional experience in HRM. I am seeking an opportunity where I can apply my skills, further enhance my practical knowledge, and contribute meaningfully to organizational goals. My objective is to support the success of the organization while gaining valuable experience that aligns with my career aspirations.

PROFESSIONAL QUALIFICATION

- Following the CA Business Level II. (Present)
- Completed the AAT Diploma Level. (2022-2023)

WORK EXPERIENCE

- Working as a HR Assistant at Stripes & Checks Inc. (July 2026 – Present)
- Worked as a Human Resource Management Intern at Edinborough Products (Pvt) Ltd. (August, 2025 – March, 2026)
 - Supported recruitment activities, including scheduling interviews & preparing recruitment documents.
 - Prepared in HR related reports & maintained accurate employee records, including leave & absence data.
 - Assisted in administration of HR policies & procedures.
 - Managed employee personal files & contributed to the performance management process.
 - Handled additional HR duties as required.
- Working as a Dhamma School teacher at Sri Wanarathana Dhamma School in Udumulla, Padukka, Sri Lanka. (2021 – Present)
- Worked as a resource person at Career Guidance Unit in University of Ruhuna. (2023-2024)
- Conducting Private Classes for English & Commerce (O/L & A/L). (2020 – Present)

OTHER QUALIFICATIONS

- Followed a Soft Skills Development Course at the Career Guidance Unit, University of Ruhuna. (2024)
- Successfully completed a Diploma in English Language at BAE Institution.

EXTRA CURRICULAR ACTIVITIES

- Worked as a Junior Treasurer of the English Club of Department of HRM in University of Ruhuna. (2024- 2025)
 - Organized the English Dhamma session “The Reality of the Universe” & English Camp “SPEAKSPHERE” (2025), & “UNIFIARA’2024”. (2024)
- Worked as a member of a Leo & Zero Plastic clubs of University of Ruhuna. (2023 – 2026)
- Worked as a Treasurer of the Divisional Youth Council Padukka. (2023 - 2024)
- Won the championship of Chess event at the Intra-Faculty Sport Meet in University of Ruhuna. (2023)
- Won the 1st place for 100m x 4, and 400m x 4 and 3rd place for 100m running events and 2nd place for javelin throw at the 34th National Youth Sport Festival Divisional Meet. (2023)
- Organized the Hogwarts event at the University of Ruhuna. (2023)

REFERENCES

Mr. Lahiru Deminda
Manager – HR
Edinborough Products (Pvt) Ltd

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Dr. G.K. Hemamali Ganewatta
Senior Lecturer, Department of HRM
University of Ruhuna

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CONTACT

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NO. 259, Udumulla, Padukka,
Sri Lanka.

Civil Status: Single

NIC No: 200161602022

Education

- Bachelor of Business Administration (Hons) in Human Resource Management Degree at University of Ruhuna, Sri Lanka. (2022 – 2026)
- Completed G.C.E. Advanced Level in Commerce Stream at Homagama Mahinda Rajapaksha College. (2020)

SKILLS

- Talent Acquisition and Recruitment
- Employee Relations & Engagement
- Compensation & Benefits Management
- Conflict Resolution & Problem Solving
- MS Office
- Leadership
- Time Management

LANGUAGES

- English
- Sinhala