

CURRICLIUM VITA

SACHINTHA DILSHAN

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CAREER OBJECTIVE

To obtain a challenging position that allows me to build upon my education and continue expanding my knowledge while delivering my best service to the company. I possess a proven ability to manage responsibilities accurately, meet deadlines, and contribute to team success. Strong communication, analytical, and problem-solving skills, combined with a commitment to continuous professional development.

PERSONAL PROFILE

- Full Name -Weerakonda Arachchi Sachintha Dilshan
- Address -No-230/2A, Hospital Road, Polwaththa, Ambalangoda.
- Gender -Male
- Date of Birth -21/ 02 / 2001
- Civil Status -Unmarried

Working Experience& Exposure

- **LAUGFS Life Sciences HR & Administration Trainee intern – (September 2025 – March 2026)**

A dedicated and detail-oriented Human Resources and Administration professional with comprehensive experience in managing the full spectrum of HR operations within a manufacturing environment. Possessing strong expertise in recruitment and selection for Executive and Non-Executive positions, I effectively conduct interviews, evaluate candidates, and support strategic hiring decisions aligned with organizational objectives. I manage the complete employee lifecycle, including onboarding, induction coordination, and accurate personnel file administration, while ensuring proper maintenance and updating of the HRIS system. My experience includes payroll administration, overtime calculation, preparation of HR statistical dashboards and reports for management review, as well as handling employee grievances with professionalism and confidentiality.

I am skilled in supervising manpower operations, monitoring attendance and security systems, preparing manpower payment summaries and invoices, and managing factory petty cash with strong financial control and compliance. I have successfully worked within a multicultural workforce comprising Indian, Chinese, and Sri Lankan employees, fostering workplace harmony by addressing concerns and resolving issues effectively. Additionally, I Conduct & coordinate training and development programs, organize HR and cross-departmental induction sessions, and liaise with the Board of Investment of Sri Lanka (BOI) for pass arrangements and regulatory coordination. I actively participate in GMP, GDP, and SOP compliance training and support operational efficiency by raising purchase requisitions for HR-related machinery and administrative requirements, contributing to overall organizational performance and compliance standards.

ACADEMIC QUALIFICATIONS

- Bachelor of Business Administration Honors in Human Resources Management, University of Ruhuna (2022 March -2026 March).
- Successfully Completed the Customs House Agent (CHA) Certificate Course – Sri Lanka Customs (2025).

SCHOOL ATTENDED

- Richmond College (Galle) – (2018-2020)

G.C.E. Advanced Level Examination (2020) – (Index No-1887747)

Subject	Grade
Accountancy	A
Business studies	A
I.C. T	C

- Kularathna College (Ambalangoda) – (2007-2017)

G.C.E. Ordinary Level Examination (2017) – (Index no- 71372741)

Mathematics	A
I.C.T	A
History	A
English	B
Commerce	B
Buddhism	B
Music	B
Sinhala	B
Science	C

EXTRA-CURRICULAR ACTIVITIES

- **Logistics Manager** – Athwala CSR Project, organized by CHRD, University of Ruhuna (2025) Coordinated and implemented the donation of essential educational stationery (books, pastel box, Mathematics box and shoes) to 250 students at MR/Sri Medhankara College, located in Akurassa, Matara.
- **Active member** of HRD Circle and English Club in University of Ruhuna. (2023-2025)
- **Organizing Committee Member** – UNIFIARA 2024 ENGLISH DAY (2024)
- **Committee Member of Commerce Society** – Richmond Collage. (2020)
- **Senior Traffic warden** – Treasurer of the traffic unit (2018-2020) and successfully completed the school Traffic Warden Higher training program in Richmond College.
- **Senior Monitor** - Advance level commerce class (2019) in Richmond College.

SPECIAL SKILLS

- Leadership skills
- Willingness to learn
- Self-Motivation
- Ability to work in computerized environment
- Analytical thinking
- Communication and Collaborations skills.

NON-RELATED REFEREES

Dr. Jayarani Ramawickrama Head Senior Lecturer, Department of HRM, Faculty of Management and Finance, University of Ruhuna. Email- jayarani@mgt.ruh.ac.lk Mobile- 0701821338	Mr. Dewapriya Deshabandu Rathnayake Senior Lecturer, Department of HRM, Faculty of Management and Finance, University of Ruhuna. Email - dewapriyadeshabandu@gmail.com Mobile- 0712460525
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I, the undersigned, hereby certify that all the above furnished particulars are true and correct to the best of my knowledge and belief.

Yours faithfully,
Sachintha Dilshan