



G.M. SAJINI LAKSHILA GURUGALGODA

ABOUT ME

A motivated and dedicated HR professional with CQHRM qualification from the Chartered Institute of Personnel Management (CIPM) and a Bachelor's degree in Economics. Possesses strong interpersonal, communication, and organizational skills with a passion for contributing effectively to organizational success. Seeking an opportunity in the HR field to apply academic knowledge and professional skills within a dynamic and growth-oriented environment while continuously developing as a professional.

PROFESSIONAL QUALIFICATION

Chartered Qualification in Human Resource Management (CQHRM)

Chartered Institute of Personnel
Management Sri Lanka (CIPM)

EDUCATION

Bachelor of Arts Hons. In Economics

University of Peradeniya
2016-2020

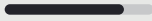
Diploma in Professional Human Resource Management (DPHRM)

Chartered Institute of Personnel Management
Sri Lanka (CIPM) - 2020-2021

Mayurapada Central College, Narammala

2006-2014

SKILLS

Communication Skills 

Teamwork & Collaboration 

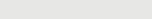
Problem Solving 

Technical Skills 

Analytical Skills 

Leadership 

Learning/adaptability 

skills 

Self-Management Skills 

LANGUAGE

• English 

• Sinhala 

 +94-70 3 979 805

 sajinigurugalgoda176@gmail.com

 <https://www.linkedin.com/in/sajini-gurugalgoda-0a7b8b213>

 Manannawatta, Meddepola,
Giriulla

EXPERIENCE

Executive - HR (Compensations & Benefits) 2025-2026

Senarath Group

- Oversee and process monthly payroll operations, ensuring accuracy and timely completion.
- Maintain and validate payroll data, including attendance records, allowances, and deductions.
- Handle EPF, ETF, PAYE, stamp duty, and other statutory compliance activities.
- Prepare and submit statutory returns, payroll reports, and management reports for the Finance Department and senior management.
- Maintain payroll records, databases, and employee-related documentation.
- Coordinate with operational sites to collect payroll inputs and update employee records.
- Support HR audits, ISO compliance requirements, and process improvement initiatives.
- Ensure payroll accuracy, confidentiality, and compliance with organizational policies and statutory regulations.
- Assist in HR system enhancements, automation initiatives, and digital transformation projects.

Human Resource Assistant 2024- 2025

Senarath Group

- Prepared monthly payroll and maintained payroll records.
- Maintained and updated employee records, databases, attendance records, and leave records.
- Handled EPF, ETF, and other statutory payments and related documentation.
- Assisted with HR administrative activities, including EPF/ETF registrations, employee record management, and benefit claims processing.
- Assisted in employee onboarding and offboarding processes.
- Supported day-to-day HR operations and administrative activities.

Payroll Officer 2023-2024

Riococo Lanka (Pvt.) Ltd

- Prepared monthly payroll and maintained payroll records.
- Maintained and updated employee records, weekly rosters, attendance records, and leave records.
- Assisted with HR administrative activities, including EPF/ETF registrations, employee record management, and benefit claims processing.

Trainee HR 2022- 2023

New Pharmacy Holdings

- assisted in processing payroll, prepared a weekly plan for the department, assisted in designing JDs, and updated the Employee Master Data sheet

REFERENCES

Mr. Salinda Nuwan Maithripala

Executive - HR
Senarath Group

Phone: +94 - 70 6 690 729

Email: salindam@senarathgroup.lk

Ms. Vindhya Gunathilake

Executive - HR
Senarath Group

Phone: +94 - 77 6 598 103

Email: vindhyag@senarathgroup.lk