



# G.M. SAJINI LAKSHILA GURUGALGODA

## ABOUT ME

HR professional with over 3 years of experience in Payroll Administration, Compensation & Benefits, HR Operations, and Statutory Compliance. Experienced in managing end-to-end payroll processes, including time and attendance administration, leave management, employee records management, EPF/ETF administration, onboarding and offboarding, HR reporting, and ISO audit coordination. CQHRM-qualified with a Bachelor's Degree in Economics, seeking to contribute to a progressive organization while further developing expertise in Human Resource Management.

## PROFESSIONAL QUALIFICATION

### Chartered Qualification in Human Resource Management (CQHRM)

Chartered Institute of Personnel Management  
Sri Lanka (CIPM)

## EDUCATIONAL QUALIFICATIONS

### 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

### Certificate Course in Human Resource Management (CCHRM)

Chartered Institute of Personnel Management  
Sri Lanka (CIPM)  
27th January to 13th May 2019

### Diploma in English language

Brilliant Way English Academy

### Certificate Course In Computer Application

Wayamba Nenasala IT Training Center

### Certificate Course in Human Rights

The Center for the Study of Human Rights,  
University of Peradeniya

### Certificate Course in Tamil Language

Cultural Center,  
University of Peradeniya

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Manannawatta, Meddepola, Giriulla

## EXPERIENCE

### Executive - Compensation & Benefits

Senarath Group

July, 2025- Present (01 Year)

- Manage monthly payroll processing for 550+ employees, ensuring accuracy, confidentiality, and timely completion.
- Maintain and validate payroll data for 300+ executive and non-executive employees, including attendance records, leave administration, allowances, deductions, including welfare loans, disciplinary deductions, salary advances, and meal deductions.
- Administer EPF, ETF, APIT, stamp duty, and other statutory compliance requirements across six business entities, supporting a workforce of over 900 employees.
- Prepare and submit statutory returns, payroll reports, and management reports for the Finance Department and senior management, including reports for Monthly Management Committee Meetings and Weekly HR Progress Review Meetings.
- Maintain payroll records, HR databases, and employee documentation across six companies within the Group, supporting a workforce of over 1,000 employees.
- Coordinate with eight operational sites to collect payroll inputs, validate employee data, and ensure timely updates to employee records.
- Support internal and external HR audits, ISO 9001:2015 Quality Management System (QMS) compliance requirements, and continuous process improvement initiatives in collaboration with the Compliance Manager.
- Ensure payroll accuracy, data confidentiality, and compliance with organizational policies, labour legislation, and statutory requirements.
- Contribute to HR system enhancements, process automation, and digital transformation initiatives, including the successful migration from the Excesmart Empower payroll system to SAP.

### Human Resource Assistant

Senarath Group

February, 2024 - June, 2025 (01 year & 04 Months)

- Processed monthly payroll for 200+ employees while ensuring accuracy, confidentiality, and timely salary disbursement.
- Maintained and updated employee records, HR databases, attendance records, and leave records for a workforce of over 300 employees.
- Administered EPF, ETF, APIT, stamp duty, and other statutory compliance requirements across two business entities, supporting a workforce of over 500 employees.

## HR SKILLS

- Payroll Administration
- Compensation & Benefits Management
- Employee Records Management
- EPF, ETF & PAYE Administration
- HR Reporting
- Employee Onboarding & Offboarding
- Attendance & Leave Management
- Statutory Compliance & Labour Law Administration
- HR Audit & ISO Compliance

## PROFESSIONAL SKILLS

- Teamwork & Collaboration
- Communication & Interpersonal Skills
- Problem-Solving
- Leadership
- Time Management
- Attention to Detail
- Learning/adaptability skills

## SOFTWARE SKILLS

- MS Excel
- MS Word
- PowerPoint
- AutoCAD
- hsenid
- excessmart payroll system

## LANGUAGE SKILLS

- English
- Sinhala

- Assisted in HR administrative functions, including employee onboarding, EPF/ETF registrations, employee records management, and employee benefit claims processing across two companies.
- Supported end-to-end recruitment activities, including candidate sourcing and interview coordination.
- Assisted with employee offboarding procedures, performance management processes, training and development initiatives, and employee engagement activities.
- Coordinated company events and HR-related programs to enhance employee engagement and foster a positive organizational culture.

### Payroll Officer

Riococo Lanka (Pvt.) Ltd

October,2023 - January, 2024 (03 Months)

- Managed monthly payroll processing for 250+ employees across two manufacturing facilities, including payroll administration for employees of two outsourced manpower agencies, ensuring accuracy and timely salary disbursement.
- Maintained employee records, attendance records, leave records, and weekly workforce rosters, ensuring data accuracy and compliance with organizational policies and procedures.
- Processed monthly salary advances and prepared advance payment schedules for submission to the Finance Department, ensuring accurate and timely processing.
- Assisted with EPF/ETF registrations, employee records administration, employee benefit claims processing, and other HR operational activities.
- Supported day-to-day HR administration, employee data management, and statutory compliance requirements while maintaining accurate HR documentation and records.

### Trainee HR

New Pharmacy Holdings

September,2022 - April, 2023

- Assisted in processing payroll for 60+ employees across three branch locations, ensuring accuracy and timely payroll administration.
- Supported statutory compliance activities by maintaining B Cards and preparing monthly submissions to the Labour Department under the guidance of the Senior HR Executive.
- Prepared and coordinated weekly departmental action plans in consultation with the Chief People Officer.
- Assisted in developing and updating job descriptions for pharmacy-related positions.
- Maintained and updated Employee Master Data records, ensuring accuracy, completeness, and compliance with HR documentation standards.
- Participated in monthly employee induction programs by delivering company introduction sessions to newly recruited employees, supporting their onboarding, and integration into the organization.
- Assisted in organizing and coordinating training and development programs, including MS Office application training sessions and employee motivational workshops.

## REFERENCES

### Mr. Salinda Nuwan Maithripala

Executive – HR  
Senarath Group

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### Ms. Vindhya Gunathilake

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