



SANDUNI NISANSALA RANATHUNGA

HR & ADMINISTRATIVE EXECUTIVE

PROFESSIONAL SUMMARY

HR & Administrative Executive with over 5+ years of experience in supporting organizational operations and implementing effective HR practices. Skilled in employee coordination, HR documentation, and administrative management. Holds an MBA in HR & Organizational Psychology with a strong understanding of employee behavior and workplace efficiency. Seeking to contribute to a dynamic organization in a dedicated HR role.

WORK EXPERIENCE

S.L.A.M. Power Solutions (Pvt) Ltd - Boralesgamuwa, Sri Lanka

2020 - PRESENT

HR & Administrative Executive

- * Coordinate HR operations including employee records, attendance tracking, and documentation
- * Prepare appointment letters, contracts, and maintain employee personal files
- * Provide administrative and executive support to senior management
- * Organize meetings, prepare agendas, and record meeting minutes
- * Manage internal communication and office coordination
- * Maintain smooth day-to-day office operations
- * Ensure HR activities comply with company policies and procedures
- * Contribute to process improvements to enhance efficiency and productivity

EDUCATION

Master of Business Administration (MBA) – HR & Organizational Psychology

WINFIELD School of Business (Pvt) Ltd 2025

Diploma in Business Management

ESOFT Metro Campus 2022

Diploma in Information Technology

ESOFT Metro Campus 2019

Diploma in English

ESOFT Metro Campus 2019

REFERENCE

Available upon request

CONTACT

+94 75 496 8204

sanduni.sn.ranathunga@gmail.com

364/G4, Sinhalea Estate, Aruggoda,
Alubomulla, Sri Lanka

linkedin.com/in/sanduni-ranathunga-
b8b510350

Date of Birth: 1999.11.13

CORE COMPETENCIES

- * Human Resource Coordination
- * Employee Records & Documentation
- * Attendance & Leave Management
- * Administrative Operations
- * Executive Support
- * Process Improvement
- * Communication & Interpersonal Skills
- * MS Office (Word, Excel, PowerPoint)

PROFESSIONAL STRENGTHS

- * Highly organized and detail-oriented
- * Strong communication and interpersonal skills
- * Ability to work independently and collaboratively
- * Professional, reliable, and adaptable

LANGUAGES

- * English – Professional Working Proficiency
- * Japanese – Basic (JLPT N5 Certified)