



Sewmini Apsara

BBA Hons in HRM (RUH, SL)

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Employment

Executive – Human Resources

Mar 2026 – Present

Hettigoda Industries (Pvt) Ltd, Rathmalana

- Manage employee off-boarding process including resignations, clearances, exit interviews, and documentation.
- Assist in preparing HR reports and documentation.
- Ensure compliance with company policies and procedures.
- Monitor daily absenteeism.

Executive – Human Resources

Jan 2026 – Mar 2026

NEXTGEN HUMAN CAPITAL SOLUTIONS (PVT) LTD, Nugegoda

Junior Executive – Human Resources

Jul 2025 – Dec 2025

NEXTGEN HUMAN CAPITAL SOLUTIONS (PVT) LTD, Nugegoda

- Assist in the recruitment process, including scheduling, coordinating, and conducting in interviews.
- Manage the complete onboarding process for new hires, ensuring a smooth and positive integration into the organization.
- Maintain and regularly update employee personal files, ensuring accuracy, confidentiality, and compliance with company policies and legal requirements.
- Manage weekly payroll for 200+ casual employees, maintaining confidentiality and ensuring all payments are processed correctly and on time.
- Prepare and handle a variety of HR documentation, including employment contracts, service letters, and internal memos.
- Act as the Engagement Pillar, supporting initiatives and activities that enhance employee experience and satisfaction across a workforce of approximately 800 employees.
- Serve as the Compliance Pillar, ensuring adherence to HR policies, labor laws, and internal procedures for a workforce of around 800 employees.

Intern – Human Resources

Oct 2024 – Jun 2025

NEXTGEN HUMAN CAPITAL SOLUTIONS (PVT) LTD, Nugegoda

- Assisted in the recruitment process, including coordinating interviews, and onboarding activities.
- Handled weekly wages for approximately 40 casual workers.
- Drafted various official documents, including service letters, show cause letters, warning letters, and other HR-related correspondence.
- Maintained employee personal files and managed HR documentation
- Supported HR data analysis and effectively handled employee data management tasks.
- Organized and participated in employee engagement events to foster a positive work environment.
- Oversaw and monitored daily meal arrangement for

Competencies

Interpersonal relationship

Strong Communication Skills

Teamwork & Collaboration

Leadership Skills

Secretary of the Old Students Association of Upadyaya Vidyalaya, Panadura. (2017 – 2019)

Treasurer of the school Buddhist Association (2017)
Head Prefect of the Upadyaya Vidyalaya, Panadura (2016)

Adaptability & Flexibility

Work Under Pressure

Time Management

I.C.T. Competencies

Passed G.I.T. Exam with “B” Pass (2018)

Successfully completed MS Office Course (2012)
Handling SPSS

Languages

Sinhala

English

Tamil

approximately 100 employees

Trainee Bank Officer

2020 – 2021

Regional Development Bank, Panadura

- Assisted in the complete loan processing cycle, from application to documentation.
- Reviewed CRIB reports and assessed customer eligibility.
- Drafted relevant loan documents and official correspondence.
- Handled customer inquiries, providing accurate information and excellent service.

Education

BBA Hons. in Human Resources Management

2021 – 2025

University of Ruhuna, Sri Lanka

G.P.A = 3.43 (Second Class Upper Division)

GCE Advanced Level Examination

2019

Z-score = 1.5083

- Accounting A
- Business Studies A
- Economics B
- General English B

GCE Ordinary Level Examination

2016

Passed with 4A's, 3B's, 1C and 1S

- Commerce A
- I.C.T A
- Mathematics B
- English B

Other Courses

Certificate course in Tamil language

2022 – 2023

University of Ruhuna

Certificate course in "English Language Skills for Employment"

2019 – 2020

University of Moratuwa

Grade Obtained : Distinction

Certificate course in Human Resource Management.

2018 – 2019

Professional Training Certificate course of Media studies & Personality Development.

2016

Yowun TV and Youth Artist Association

VOLUNTEER WORKS

- Worked as an announcer in school and university.
- 'Athwela' 2023 CSR programme as Vice President of the organizing committee.
- Cardiopulmonary Resuscitation & Fundamentals in First Aid Course at University of Ruhuna.

- Leo Projects

"Leo – Pradeepa" (Project panel)

"Yes to Hope – Phase 2" (Project coordinator)

References

Hashan Silva (Mr.) Manager- Human Resources

NEXTGEN HUMAN CAPITAL SOLUTIONS (PVT) LTD,

Nugegoda

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Asiri Wijesinghe (Mr.) Director

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