



DETAILS

Email

shperera24@gmail.com

Phone

+94 77 411 8068

Address

Horana, Sri Lanka

Date of Birth

24 March 2003

SKILLS

- MS Office (Word, Excel, Outlook)
- HR Onboarding & Documentation
- Data Entry & Record Keeping
- Customer Service
- Communication & Interpersonal Skills
- Solution Oriented
- Team Leadership & Collaboration
- Stock & Inventory Management
- AI Tools (ChatGPT, Claude)

LANGUAGES

- Sinhala — Native
- English — Proficient
- Korean — Basic

REFERENCES

Mr. Piumal Fernando

Attorney-at-Law; Senior Lecturer, Sri Lanka Law College
077 901 5010
fernando.piumal@gmail.com

Mr. Asoka Weerakon

Manager – HR & Compliance, Orbital Energy
074 201 5228
asoka@orbital-energy.com

SHAKYA PERERA

Human Resources Executive • CIPM Qualified • Horana, Sri Lanka

SUMMARY

Motivated HR professional with hands-on experience spanning banking operations and HR business partnering. Currently an HRBP Intern at MAS Activewear Campus, supporting onboarding, employee engagement, and HR administration. Completed the CIPM Diploma in Personnel & HRM (DPHRM) and ACHRM, and now pursuing Chartered CIHRM, alongside an HND in Business and AAT Level 2. Skilled in HR documentation, record keeping, stakeholder coordination, and process tracking, with a solutions-oriented approach and strong communication skills. Based in Horana, flexible with working hours, and immediately available to contribute as a Human Resources Executive.

EXPERIENCE

HRBP Intern — HR Business Partnering

MAS Activewear Campus • May 2026 – Present

- Coordinate onboarding for new recruits, including arranging transport, BOI passes, and other resources
- Provide administrative support for employee engagement activities
- Organize employee counselling sessions and weekly counsellor engagement programmes
- Raise assignment change service requests and follow up through to completion
- Update and maintain various HR trackers
- Organize connects between HRBP, HRM, and employees
- Designed and maintained an internal HR audit tool as a self-initiated project

Banking Intern — Customer Service Division

Commercial Bank of Ceylon PLC • 2024 – 2025 (11 months)

- Assisted customers with account opening, card issuance, and a range of banking services
- Managed and maintained cardstock and bank book inventory with high accuracy
- Processed KYC documentation and ensured full compliance with banking procedures
- Collaborated with internal teams to resolve customer queries efficiently and professionally
- Delivered consistent, high-quality service in a fast-paced, customer-facing environment

EDUCATION

CIHRM (Chartered) — Reading

CIPM Sri Lanka | 2026 – Present

Diploma in Personnel & HRM (DPHRM) — Passed

CIPM Sri Lanka | 2025 – 2026

Associate Chartered Institute of Personnel Management (ACHRM) — Passed

CIPM Sri Lanka | 2025

HND in Business — BTEC Pearson Level 5 — Reading

Saegis Campus | 2026 – Present

Modules: Semester 1 (completed): Marketing, Contemporary Business Environment, Recording Financial Transactions, Human Resource Management. Semester 2 (current): Business Law, Accounting Principles, Leadership and Management

Association of Accounting Technicians — Level 2 (AAT) — Passed

AAT Sri Lanka | 2022

General Certificate of Education — Ordinary Level (O/L)

Sri Lanka | 2019

Results: 7 A Passes, 1 B, 1 C

Certificate in Modern British English — Upper Secondary Level 4 — Completed

British Council, Colombo | 2020