

SHARINDRI PREMATHILAKE

EXECUTIVE – HUMAN RESOURCE

CONTACT INFORMATION

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No.147/5, Dutugamunu Street,
Kohuwala, Nugegoda

PERSONAL INFORMATION

GENDER : FEMALE
NATIONALITY : SRI LANKAN

AREAS OF EXPERTISE

- Recruitment & Selection
- Employee Onboarding
- Payroll Processing
- EPF & ETF Compliance
- HR Policy Implementation
- Employee Records Management
- Staff Retention Strategies
- HR Documentation
- Performance Appraisals
- Training & Development
- HR Reporting
- Talent Acquisition
- Employee Engagement
- Conflict Resolution
- Compensation & Benefits
- Leave Management
- ERP Systems Management

LANGUAGE PROFICIENCY

English – Professional Proficiency
Sinhala – Native Proficiency

EDUCATION

BACHELOR OF SCIENCE (BSC) IN SOCIAL SCIENCES | MARCH 2018 – OCT 2021

General Sir John Kotelawala Defence
University

ADVANCED CERTIFICATE IN HUMAN RESOURCE MANAGEMENT | OCT 2020 – MAR2021

Chartered Institute of Personnel
Management

REFERENCES

MR. M.A.U.R. ALOKABANADARA

Deputy Chairman

Cliniqon Biotech (Pvt) Ltd

No. 941/1, Jayanthi Mawatha, Sri Lanka

Phone: +94 77 002 0145

Email: aloka@cliniqonbiotech.com

PROFESSIONAL SUMMARY

A highly organized and results-driven Human Resource professional with over five years of progressive experience in HR administration, payroll management, and strategic talent acquisition. Demonstrates a proven track record in managing end-to-end lifecycle processes for diverse workforces, ensuring full compliance with statutory regulations including EPF and ETF. Adept at leveraging HRIS and ERP systems to streamline operational workflows and optimizing organizational efficiency through meticulous personnel file management and stakeholder coordination. A strategic communicator skilled in employee relations and corporate social responsibility, committed to fostering a productive workplace culture that aligns with overarching business objectives.

WORK EXPERIENCE

EXECUTIVE - HUMAN RESOURCE | APRIL 2021 – PRESENT
Cliniqon Biotech Pvt Ltd

DUTIES & RESPONSIBILITIES

- Execute comprehensive recruitment life cycles by identifying departmental needs & sourcing high-caliber talent to meet evolving organizational demands.
- Author and manage critical legal correspondence, including employment contracts, service certifications, and official internal memorandums.
- Direct the monthly payroll processing for a workforce of 100+ employees, ensuring precision in salary disbursements and financial reporting.
- Oversee the rigorous maintenance & submission of EPF and ETF documentation to remain fully compliant with national labor regulations.
- Utilize advanced ERP frameworks to manage staff attendance, leave protocols, & P&L data, enhancing data-driven decision-making.
- Spearhead large-scale corporate initiatives, including CSR projects, anniversary galas and inter-company festivals, to strengthen employee engagement.
- Facilitate seamless communication with international partners to finalize legal agreements & manage administrative assets like mobile networks and fuel logistics.

ACCOMPLISHMENTS

- Reduced recruitment turnaround time by 30% through efficient hiring strategies.
- Achieved 100% accuracy in payroll processing and statutory compliance.
- Improved employee engagement through successful corporate initiatives.
- Enhanced HR operations using HRIS and ERP systems for better decision-making.
- Strengthened international coordination, ensuring smooth administrative processes.

INTERN - ADMINISTRATION | SEP 2020 – MARCH 2021
Sri Lanka Telecom PLC

DUTIES & RESPONSIBILITIES

- Facilitated high-volume departmental workflows by providing exceptional front-line customer service & resolving complex administrative inquiries for internal stakeholders.
- Directed the rigorous verification and processing of employee facility applications, specifically managing the end-to-end documentation for staff loan schemes.
- Systematically organized and updated digital and physical administrative records to ensure data integrity and rapid retrieval for audit purposes.