

Badathurage Shehani Madhushika Herath

HR & ADMIN ASSISTANT



I am a cheerful, ambitious and resilient person. Seeking a challenging role in the field of Human resource and Administration and I like to bring outstanding commitment to the organization utilizing my experience, knowledge, skills and abilities.



PERSONAL DETAILS

Name : Badathurage Shehani Madhushika Herath
Date of Birth : 03-01-1997
Gender : Female
Civil Status : Single
Nationality : Sri Lankan



CONTACT

shehaniherath97@gmail.com
+94 77 682 5320
Kandy, Sri Lanka



LANGUAGES

Sinhala - Fluent
English - Fluent



SKILLS

- MS Office
- Presentation skills
- Project Handling
- Team work
- Decision making
- Self - Motivated
- Problem solving
- Coordinating



PROFESSIONAL MEMBERSHIPS

- Member of School Commerce Society
- Member of School Senior western band.
- Member of School chess team and Table tennis team.



REFERENCES

Mr. Prasad Rathnayake
General Manager
Group Agribusiness Development, CBL.
+94 71 534 9953

Mr. N. Shanthakumar
Manager HR Department,
Central Finance Company PLC.
+94 77 738 6929



EDUCATION

OPEN UNIVERSITY OF SRI LANKA (2019 – 2024)
Bachelor of Management Studies (Honors) – HR Special

VIHARAMAHADEVI GIRL'S COLLEGE – KANDY (2002 – 2016)
G.C.E. Advance Level Examination - 2017 | 2Cs, 1S
G.C.E. Ordinary Level Examination - 2012 | 1A,1B,4C & 3S



WORK EXPERIENCE

HR Assistant | 2024 April – Present
CENTRAL FINANCE COMPANY PLC

- Assisting in preparing and processing monthly payroll, ensuring accurate salary calculations and timely payments.
- Calculate, prepare, and submit EPF and ETF contributions in compliance with statutory requirements, while maintaining accurate employee records.
- Prepare, organize, and maintain company documents, reports, employee records, and other administrative works.

Administration and Compliance Assistant | 2018 – 2024
MARGINALIZED ORGANIC PRODUCERS (MOPA)

- Preparing final project reports and maintaining related records.
- Collecting, organizing, and analyzing data to support business decisions.
- Assisting in coordinating projects, presentations and ensuring activities are completed on time.



ADDITIONAL PROFESSIONAL QUALIFICATIONS

- Successfully completed Intermediate Level at AAT Sri Lanka.
- Successfully completed Diploma in Banking Course.
- Successfully completed English Enrichment Course in The American Corner.
- Successfully completed Computer Literacy Course in The American Corner.
- Successfully completed Advance Social Media Lab Course in The American Corner.



EXTRA CURRICULAR ACTIVITIES

- Member of School Commerce Society
- Member of School Senior western band.
- Member of School chess team and Table tennis team.

Signature :

Date : _____