



SOHANI KASUNIKA

CAREER OBJECTIVE

To work in a progressive environment empowered by Human Resource Management which offers enough challenges and opportunities for me to enhance my knowledge and to grow as a competent professional, while adding value to the organization & to my country.

Contact

 0769038813

 sohanikasunika@gmail.com

 Colombo

 24.02.2001

IT SKILLS

- Ms Word (Fluent)
- Ms Excel (Intermediate)
- Ms PowerPoint (Fluent)
- Access (Intermediate)

Experience

Shanthi plastic (Pvt) Ltd.

HR Executive

2025 Oct. - Present

- Directed and managed the full spectrum of Human Resources functions, including recruitment, payroll coordination, onboarding, employee relations, performance management, and policy implementation.

PGP Glass Ceylon PLC

HR Trainee

01 Year

- Managed the full recruitment cycle. Coordinated end to end training programs
- Prepared documentation and carried out all tasks related to EPF registration process.
- Prepared and issued a wide range of HR correspondence.
- Planned and implemented employee engagement initiatives to enhance morale, collaboration, and organizational culture.
- Engaged in payroll-related activities and relevant documentation. Entering the information of the organization's employees into the HRIS system.
- Leading the CSR Projects.

Auto Miraj (Pvt) Ltd (Head Office)

HR Intern

03 Months

- Leveraged an understanding of organizational principles to prepare the relevant questions that can be asked to the candidates at the time of interview.
- Assisted with competing joining formalities including document collection, and orientation.
- Worked with the supervisor to understand personal information system used to track employee's attendance, experience, qualifications, and more.
- Employee Personnel files, EPF/ETF files and resignation files handling and updating
- Appointment letters and different types of letter preparation.

HR SKILLS

- Empathy
- Teamwork
- HR software Tools
- Employee Relations
- HR data management
- Onboarding
- process management

OTHER SKILLS

- Planning organizing and controlling resources in the organization.
- Good leadership skills.
- Project management skills

PACKAGES

- POWER BI
- RAPID MINER
- HRIS
- SAP
- Hono

Language

- Sinhala (Fluent)
- English (Fluent)

Pass Institute (Online Platform)

Coordinator

02 Years

- Recruitment and coordination of students.
- Manage the video lessons.



Education Qualifications

- B.Sc. Honours Degree in Human Resource Management, University of Sri Jayewardenepura
- GCE (A/L) Examination 2020 (Index No. 1837912) Southlands College, Galle
- GCE (O/L) Examination 2017 (Index No. 71274235) Southlands College, Galle
- Daham Schools Final Certificate Examination 2017 (Index No. 3398463)



Professional Qualifications

- AAT Qualified
Association of Accounting Technicians of Sri Lanka
- ECEL Completed (CIPM)
Executive Certificate in Employment Law
- FCHRM Completed (IBS Campus)
Foundation Certificate in Human Resource Management
- Following CIPM (DPHRM Level)
Chartered Institution of Personnel Management Sri Lanka
- Completed Certificate Course in English [ELDP]
- Completed Certificate Course in Information Technology. Nena Pubudu Higher Educational Foundation.



Extracurricular Activities

- 2019 School Cadet Senior Corporal
- Member of St. John Ambulance Brigade
- Member of Japura Hada Ulpatha
- Member of CSDS Club
- Member of Commerce Association
- Member of Japura Buddhist Society

Reference

Mr. Manjula Premachandra Fashion
Garments Limited (Hirdaramani
Group), Vietnam (+84)2518877400,
0760212221
manjula.premachandra@fashiongarments.com

Mr. Chinthaka Dananjaya De Costha.
Ceylon Electricity Board, Mahamega
Place, Maharagama 0717616328
chinthaka.lhrm@yahoo.com