

THILANKA LAKSHAN

Human Resources Professional

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Balangoda, Sri Lanka



PROFESSIONAL SUMMARY

Human Resources professional with over four years of experience in HR operations within the apparel manufacturing industry, including experience at MAS Holdings. Skilled in recruitment, payroll administration, employee relations, labor law compliance, onboarding, HR documentation, and audit support. Proficient in Oracle HRMS with a strong ability to deliver efficient and compliant HR services in dynamic organization.

EXPERIENCE

Founder/ Self Employed

VeggieGo (Brand Under Development) – June, 2026 - Present

- Developing the VeggieGo brand through business planning, administration, and operational management.
- Managing supplier coordination, customer communications, and business documentation.
- Overseeing budgeting, inventory, and day-to-day business operations.
- Strengthening leadership, communication, and problem-solving skills through entrepreneurship.

Human Resource Assistant

MAS Holdings, Sri Lanka, From Aug, 2022 – May, 2026

- Managed employee records and HR documentation in compliance with Sri Lankan labor laws and company policies.
- Coordinated recruitment activities, including candidate screening, interview scheduling, onboarding, and documentation.
- Conducted employee induction programs on company policies, labor laws, and payroll procedures.
- Processed monthly payroll, ensuring accuracy, confidentiality, and timely salary payments.
- Supported employee relations by handling grievances, disciplinary procedures, and HR administrative matters.
- Assisted with internal and external HR, payroll, compliance, and finance audits.
- Managed payroll, attendance, and statutory compliance for contract employees.
- Coordinated employee engagement initiatives, welfare programs, and company events.
- Maintained HR records and generated reports using Oracle HRMS and Microsoft Office.

Cutting Recorder

MAS Holdings, Sri Lanka, From Nov, 2020 – Aug, 2022

- Managed production-related documentation and records accurately.
- Maintained skill matrix updates and employee-related data.
- Supported incentive updates and operational reporting.
- Coordinated with production teams to ensure accurate information flow.

Cashier

Sanasa Insurance Co Ltd, Sri Lanka, From March 2018 – May 2020

- Processed insurance premium payments through cash and electronic payment methods.
- Maintained accurate financial transaction records using computerized systems.
- Prepared daily cash reconciliations and bank deposits.
- Assisted in preparing financial reports while ensuring accuracy and compliance with company procedures.

SKILLS

HR Competencies	Recruitment & Selection, Employee Relations, Payroll Administration, HR Documentation, Labor Law Compliance, Employee Onboarding, HR Audits
Professional	Positive Thinking, Self Confidence, Team Effort, Good Leadership & Communication
Tools & Software	Expert in Oracle and MS Office
Languages	Native in Sinhala (Sri Lanka) & Intermediate in English

PROFESSIONAL QUALIFICATION

- Successfully completed Lean Job Family Base Training (Lean JFB) at MAS Kreedha, MOS team in 2023.
- Completed the Diploma in Human Resource Management at LPEC, Sri Lanka with merit pass in 2022.
- Successfully completed the course in Business Management and Human Resource Management at LIMD, Sri Lanka with excellent pass in 2019.
- Obtained the Sri Lanka Computer Competency License from NAITA, Sri Lanka in 2015.

EDUCATION

- GCE A/L Examination in 2014 in– Commerce Stream.
- GCE O/L Examination in 2010.

ADDITIONAL ACTIVITIES

- Successfully completed the Learning and Development Certification Training at MAS Kreedha, Balangoda, Sri Lanka.
- Main organizer of the Buddhist Pirith Chanting Ceremony at MAS Kreedha.
- Member of the Mercantile Volleyball Championship 2023 and emerged the 2nd runners – up.
- Participated for the “MAS TS Infrastructure and Usage Policies” training at MAS Kreedha, Balangoda, Sri Lanka in 2022.
- Obtained Gold Award at National Convention on Quality and Productivity in 2021 being a member of Team “Maximus” at MAS Kreedha, Balangoda, Sri Lanka.
- Member of the “Deyata Kirula” Volleyball Championship 2009 and emerged the 2nd runners – up.

REFEREES

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Manager

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