



CONTACT

+94 777 173 075

thimira.thathsara54@gmail.com

linkedin.com/in/thimira-abeydeera

Piliyandala, Sri Lanka

CORE COMPETENCIES

- HR Operations & Policy Implementation
- Payroll Management & Reconciliation
- Employee Relations & Grievance Handling
- Attendance & Leave Management
- Recruitment & Selection
- HR Reporting & Dashboards
- HRIS Administration
- Performance Management Support
- Labor Law & Compliance
- Disciplinary Procedures
- Onboarding & Offboarding

TECHNICAL SKILLS

- Microsoft Excel — data analysis & HR reporting
- Microsoft Word — HR documentation
- HRIS Tools (hSenid & Mint HRIS)
- Stakeholder communication tools

EDUCATION

BSc in Business Management (HRM)

Horizon Campus, Malabe | 2025

Exec. Certificate in HR Analytics

CIPM Sri Lanka | 2023

Certificate in Payroll Management

Institute of Professional Training & Development | 2025

GCE Advanced Level

Dharmapala College, Pannipitiya | 2018

GCE Ordinary Level

Dharmapala College, Pannipitiya | 2015

THIMIRA ABEYDEERA

HR PROFESSIONAL

PROFESSIONAL SUMMARY

Results-driven Human Resources professional with progressive experience in HR operations, payroll management, employee relations, and compliance. Proven ability to oversee end-to-end HR functions, develop and implement HR policies, and manage employee grievances and disciplinary matters. Strong background in attendance management, HRIS administration, and HR reporting. Seeking to leverage broad operational HR expertise and leadership capabilities in an Executive HR role within a dynamic organization.

WORK EXPERIENCE

Junior Executive – Human Resources — *LB Finance PLC*

MAR 2026 – PRESENT

- Oversee end-to-end HR administration of Industrial Trainees, including onboarding, employee records, payroll, and related HR matters.
- Prepare and validate monthly Work Plus incentive reports, reviewing attendance data to ensure accurate eligibility and timely allowance processing.
- Analyze and validate employee attendance and payroll data for monthly No-Pay and Salary Hold reports.
- Prepare formal warning and suspension letters, ensuring compliance with HR policies and procedures.
- Monitor and analyze late attendance for 5,000+ employees; prepare attendance reports and initiate disciplinary actions in line with company policy.

Junior Executive – Human Resources — *MBSL Insurance Company Ltd*

FEB 2025 – DEC 2025

- Managed end-to-end payroll operations, including reconciliations and accurate compensation documentation.
- Handled non-sales staff allowances, ensuring timely and accurate disbursements.
- Managed legal and compliance matters in direct coordination with the Employers' Federation of Ceylon (EFC).
- Developed and maintained HR dashboards and reports for attendance, late arrivals, and no-pay deductions.
- Supported recruitment and selection from job posting through onboarding.
- Contributed to developing and implementing HR policies and procedures across the organization.

HR Intern — *Kings Hospital Colombo*

OCT 2024 – FEB 2025

- Assisted in full-cycle recruitment and onboarding.
- Managed HRIS data entry and employee record maintenance, ensuring accuracy and confidentiality.
- Prepared official HR correspondence and letters with a high degree of accuracy and professionalism.
- Conducted exit interviews and supported employee engagement initiatives across departments.
- Assisted in handling employee grievances and relations issues under supervision.

REFERENCES

Mr. Nilushan Somarathna

Former Chief Finance Officer / Acting CEO — *MBSL Insurance Company Limited*

Mobile: +94 773 446 227

Mr. Aasiri Janaka Ediriweera

Head of Human Resources — *Kings Hospital Colombo*

Email: aasiri.e@kingshospital.lk | Mobile: +94 773 602 689