

LIYANAGE VIMANTHA SHANAKA CHATHURANGA

SENIOR HR & ADMINISTRATION EXECUTIVE

✉ vimanthachathurangas@gmail.com ☎ +94 778949169 🏠 C/O, K.R Stores, Galketiyawa, Bulathsinghala, Horana.

[in linkedin.com/in/vimantha-chathuranga](https://www.linkedin.com/in/vimantha-chathuranga)

PROFESSIONAL PROFILE

Dedicated HR & Administration professional with hands-on experience in managing HR operations and office administration. Skilled in handling workforce management, employee relations, and HR compliance within structured environments. Capable of supporting large staff operations, maintaining discipline, and ensuring smooth administrative coordination - aligned with manufacturing sector requirements.

WORK EXPERIENCE

Senior HR & Administration Executive

Lisen Lanka (Pvt) Ltd

July 2019 – Present

- Managed end-to-end claims processing for employees and pensioners, liaising with insurance providers to ensure timely and accurate settlements.
- Supported overall HR operations, including recruitment coordination, CV screening, interview scheduling, onboarding, and offboarding processes.
- Maintained and organised employee records, personal files, contracts, attendance, leave, overtime, and HR documentation in compliance with company policies and Sri Lankan labor laws.
- Assisted in payroll processing by providing accurate HR data, including handling intern payroll and supporting officer-level payroll activities.
- Prepared and maintained HR documentation, correspondence, and official letters such as service letters, confirmation letters, resignation acceptances, contract renewals, and intern appointment letters.
- Coordinated employee relations activities, handled grievances, disciplinary procedures, and served as a key point of contact for HR-related queries.
- Supported employee engagement initiatives and maintained effective communication between management and staff.
- Assisted in performance appraisal processes, probation evaluations, and HR reporting, including preparation of HR metrics and analytics for management decision-making.
- Collaborated with senior HR personnel on policy implementation and organisational development initiatives.
- Coordinated training and development programs, as well as internal and external training sessions and company events.
- Managed insurance administration, employee benefits, and related HR processes.
- Served as the front-end coordinator with the BOI office for employee-related administrative matters.
- Supervised administrative operations, including office management, supplies, facility maintenance, and general coordination tasks.
- Managed payment processing, petty cash handling, and administrative financial support activities.

SENIOR CLARK

D.R Wood Furniture (pvt) Ltd (Damro Group of Company)

June 2015 – March 2019

- Coordinated with production, sales, and other internal teams to ensure alignment of product goals, timelines, and resource utilization.
- Planned and monitored production schedules to ensure timely completion of orders and efficient workflow management.
- Tracked employee targets and production output, ensuring targets were met and reporting progress to management.
- Maintained accurate records of daily production, completed work, and target achievements.
- Prepared and verified final production bills, invoices, and related documentation with a high level of accuracy.
- Handled invoicing processes, including data entry, verification, and coordination with finance and sales departments.
- Supported administrative functions related to production operations and documentation.

- Communicated with clients and internal teams to ensure requirements were clearly understood and met.
- Contributed to customer satisfaction by ensuring timely delivery and consistent achievement of production targets.
- Assisted in resolving operational issues and improving workflow efficiency.

PROFESSIONAL QUALIFICATIONS

- **Diploma in Professional Human Resource Management**
Chartered Institute of Professional Management (CIPM) (2026 – 2027)
- **Post Graduate Diploma in Business Management**
National School of Business Management (NSBM) Green University (2021 -2022)
- **Advanced Diploma in Business Management**
National Institute of Business Management (NIBM) 2018 – 2020)

EDUCATIONAL QUALIFICATIONS

- **Sripalee Collage, Horana**
Advanced Level in Commerce (English Medium) 2014
- **Ashoka College, Horana**
Ordinary Level (English Medium) 2011

CORE COMPETENCIES

Recruitment & TA	Onboarding & Orientation	Training & Development
HR Analytics & Reporting	HR Policies & Compliance	Employee Relations
Employer Branding	Labor Laws & Regulations	Payroll & Benefits
Effective Communication	Time Management	Organizational Development

LANGUAGES

English
Sinhala

PROJECTS

- Done a Research of Factors affecting for the Motivation of Employees of Lisen Lanka (Pvt) Ltd (Final Project of PGD at NSBM)
- Done a Research of Lack of Employee Satisfaction of Lisen Lanka (Pvt) Ltd (Final Project of ADBM at NIBM)
- Done a Research of Factors affecting for the production efficiency of employees in Export procedure and analyze the issues and make the relevant recommendations and implement in the Lisen Lanka (Pvt) Ltd.

EXTRA-CURRICULAR ACTIVITIES

- Photography owns, & studios photography
- Participated in the “Maritime Technology Workshop” conducted by Colombo Dockyard Limited
- Member of School commerce Society

REFERENCES

MR. Nalin Amarasingha
Deputy General Manager
Lisen Lanka (Pvt) Ltd
0777836026

MR.Rohana Adhikari
Section Head – Commerce
Sripalee college
0773656733