

Vinuji Kodithuwakku

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📅 28.12.2001



Profile

To work for a progressive organization in a motivating and challenging environment that provides the best opportunity to grow and utilize my potential to the fullest while achieving both the goals of the organization and my personal objectives.

Professional Experience

HR Executive - Resourcing and Onboarding, Hongkong

03/2023 – 03/2026

Shanghai Banking Corporation Limited (HSBC – HDPL)

- Managed full-cycle recruitment: sourcing screening, interviewing (phone & in-person), and onboarding.
- Collaborated with hiring managers to define requirements and ensure accurate job postings (internal & external).
- Created and managed hirings across business areas using HR systems (EightFold AI, Hirevue, Talent Central, SAPSuccessFactors).
- Posted and managed job advertisements; coordinated end-to-end posting and tracking process.
- Facilitated Internal Job Postings (IJP) and promotions to support employee career growth.
- Conducted background checks, reference checks, and verification prior to hiring.
- Handled onboarding and offboarding processes, including documentation and exit sessions.
- Maintained talent pipelines for critical roles and future hiring needs.
- Prepared and issued HR documents: probation confirmations, promotions, POE, and service letters.
- Raised and resolved HR cases, including escalations.
- Maintained candidate and employee records with confidentiality and compliance.
- Monitored requisition status and ensured smooth progression through recruitment stages.

Education

BA (Hons) International Business Management,

2023 – 2025

University of West London UK - First Class Honours

Chartered intermediate in HRM (CIHRM),

2022 – 2023

Chartered Institute of personnel Management (CIPM)

Diploma in Professional in HRM - (DPHRM),

2021 – 2022

Chartered Institute of personnel Management (CIPM)

Advanced Certificate in HRM - (ACHRM),

2021

Chartered Institute of personnel Management (CIPM)

Certificate Program in IT Applications - (CPITA),

2020

Sri Lanka Institute Of Information Technology (SLIIT)

Diploma in English & Communication, IBA Campus

2019

Diploma Foundation in English & Communication,
IBA Campus

2018

G.C.E Advanced Level Examination,
Mahamaya Girls College - Kandy, Sri Lanka

2020

G.C.E Ordinary Level Examination,
Mahamaya Girls College - Kandy, Sri Lanka

2017

Skills

Leading



Communication



Managing



Teamwork



Organizing



Languages

English



Sinhala



References

Kishan Aluvihare, *Assistant Vice President (HR resourcing & Onboarding),*
Hongkong Shanghai Banking Corporation Limited (HSBC – HDPL)
071 614 1394

Gunaratnasamy Subendra, *Assistant Manager - Human Resources, Monami Freighters Pvt Ltd*
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