

MUNIDASA M.D.K.P

Assistant Manager – Human Resources

Phone: +94 76 568 3636 | +94 78 371 0495 \ **Email:** kelumpriyankara0@gmail.com \ Sri Lankan. 05-Apr-1994

Address: Andola Road, Wathugedara, Paragahathota, Ambalangoda.

Professional Summary

HR professional with over 6 years of progressive experience in human resources and administration within engineering and manufacturing environments. Proven expertise in payroll management, labor compliance, expatriate administration, HR operations, and employee relations. Strong ability to support organizational objectives through efficient HR processes and people focused initiatives.

Core Competencies

- HR Operations & Administration
- Payroll Processing & Statutory Compliance (EPF/ETF)
- Employee Relations & Grievance Handling
- Expatriate Visa & Mobility Management
- Health & Safety Administration
- Recruitment & Onboarding
- HR Reporting & Documentation
- Budget Preparation & Cost Control

Professional Experience

Assistant Manager – Human Resources

SLP Engineering Lanka (Pvt) Ltd | Colombo, Sri Lanka

Apr 2024 – Jul 2025

- Managed end-to-end HR and administrative operations for local and overseas group entities.
- Processed and finalized group payroll for staff, workers, and short-term employees with accuracy and compliance.
- Prepared and submitted statutory reports, including EPF/ETF and tax related filings, in line with regulatory requirements.
- Prepared monthly HR budgets and comprehensive management reports to support decision-making.
- Managed expatriate administration, including visa processing, air ticketing, and mobilization and demobilization activities.
- Oversaw health and safety compliance across projects, offices, and staff accommodations.
- Handled employee grievances and responded to labor-related inquiries in coordination with relevant authorities.
- Coordinated and supervised group staff and worker travel arrangements, including air ticket bookings and schedules.
- Oversaw payments and coordination with HR-related suppliers, ensuring timely and accurate settlements.

Senior Executive – Human Resources

SLP Engineering Lanka (Pvt) Ltd | Colombo, Sri Lanka

Apr 2023 – Mar 2024

- Supported end-to-end HR operations for SLP Engineering Mauritius, India and Sri Lanka, ensuring alignment with group HR policies.
- Coordinated and verified payroll inputs, maintaining accurate and up-to-date HR master data.
- Managed expatriate administration, including visa processing, travel arrangements, and employee facilities.
- Maintained and updated personnel files, contracts, and HR documentation in compliance with company standards.
- Ensured full compliance with labor laws, statutory requirements, and internal HR policies.

Executive – Human Resources

SLP Engineering Lanka (Pvt) Ltd | Colombo, Sri Lanka

Jul 2020 – Mar 2023

- Handled HR and administrative operations for Seychelles-based projects, ensuring smooth workforce management.
- Managed payroll submissions, EPF/ETF administration, and ensured full labor law compliance.
- Coordinated employee onboarding, orientation, and welfare initiatives to support engagement and retention.
- Managed PPE, stationery, and facility requirements, ensuring availability and cost control.
- Administered expatriate management, including visas, travel arrangements, and employee accommodations.
- Maintained strong working relationships with HR suppliers and service providers to ensure efficient service delivery.

Junior Executive – Human Resources

SLP Engineering Lanka (Pvt) Ltd | Colombo, Sri Lanka

Jul 2018 – Jul 2020

- Supported recruitment, onboarding, and employee record management across multiple locations.
- Assisted HR operations for SLP Engineering Sri Lanka, India, and Maldives, ensuring consistency with group HR policies.
- Managed expatriate administration, including visa coordination, travel arrangements, and employee facilities.
- Maintained attendance systems, leave records, and HR databases, ensuring data accuracy and compliance.
- Coordinated PPE, stationery, and facility requirements to support operational needs.
- Assisted with statutory compliance, labor inspections, and documentation with relevant authorities.

HR Assistant

Jo Lanka (Pvt) Ltd | Kalutara, Sri Lanka

Apr 2018 – Jun 2018

- Maintained and updated personnel files, attendance records, and leave management systems with accuracy.
- Assisted in payroll processing, ensuring timely and error-free submissions.
- Completed and processed EPF/ETF claim documentation in compliance with statutory requirements.
- Prepared and submitted ABH forms for employee registration and regulatory processes.
- Supported recruitment, onboarding, and employee welfare initiatives, contributing to smooth HR operations.

HR Assistant Cum Compliance officer

Trend Setters (Pvt) Ltd | Panadura, Sri Lanka

Feb 2018 – Apr 2018

- Maintained and regularly updated employee personal files and HR records in line with company standards.
- Completed and processed EPF and ETF claim documentation accurately and on time.
- Coordinated employee engagement initiatives, including daily motivation activities and birthday programs.
- Submitted employee records and data for payroll processing, ensuring accuracy and timeliness.
- Monitored daily absenteeism and conducted follow-ups as required.
- Conducted orientation and onboarding programs for newly recruited employees.
- Maintained accurate leave and attendance records using HR systems and manual logs.
- Arranged meals and night transportation for employees working overnight shifts.
- Updated and maintained all HR-related documentation and departmental records.

Intern-HR

Trend Setters (Pvt) Ltd | Panadura, Sri Lanka

Aug 2017 – Feb 2018

Insurance Consultant

Arpico Insurance PLC | Kalutara, Sri Lanka

Aug 2017 – Feb 2018

Education & Professional Qualifications

- Diploma in Higher Management – Project Designing & Research Institute, Kandy.
- Certificate in Human Resource Management – Institute for Professional Studies.
- Certificate in Payroll Management – Institute of Professional Training & Development.
- Certificate in Counseling – Colombo School of Business & Management.
- Diploma in Computing – Oslo Computer College.
- Certificates in Information Technology (MS Office & Graphic Designing) - Institute for Professional Studies.

Languages

Sinhala (Fluent) | English (Working Proficiency) | Tamil (Basic)

References

1. Gayan Solangage – Associate Director HR – SLP Engineering Lanka (Pvt) Ltd – +94 71 383 3544
2. Harith Nanayakkara – Associate Director Finance – SLP Engineering Lanka (Pvt) Ltd – +94 71 099 9197