



# ASENDRA WEERAKOON

## HR PROFESSIONAL

### ABOUT ME

I am a HR professional specializing in Talent Acquisition and Learning & Development, with expertise in building and managing strong candidate relationships throughout the employee lifecycle. I serve as the primary point of contact from initial candidate engagement through recruitment, selection, onboarding, and integration processes. In addition, I support employee training and development initiatives aimed at enhancing performance, strengthening capabilities, and fostering long-term career growth within the organization.

### EDUCATION AND PROFESSIONAL QUALIFICATION

Successfully Completed B.B.A (Honors) In Business Management 2022-2026  
University of Ruhuna

Following Chartered Accountancy(CA)  
Institute Of Chartered Accountants-SL  
Corporate Level – In progress

Successfully Completed Certificate  
Course In Taxation  
School Of Taxation –CASL

### SKILLS

Management Skills  
Creativity  
Fast Learner  
Inter personal Skills  
Communication Skills  
Critical Thinking  
Leadership  
Work Under Pressure  
Emotional Intelligence

### SOFTWARE PROFICIENCY

Microsoft Excel, Word, Powerpoint  
Odoo ( ERP Software)  
Power BI  
Canva

### LANGUAGE

English  
Sinhala

### REFERENCES

Kenesha Karunaratne  
Manager- Talent Acquisition and  
Development  
Ceylon Biscuits Limited  
Phone: 071-5341053  
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Nethma Mendis  
Assistant Manager – HR  
Ceylon Biscuits Limited  
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📍 Homagama, Sri Lanka

### EXPERIENCE



#### Intern- Talent Acquisition and Development (HR)

Ceylon Biscuits limited - CBL Group

2025 October - Present

#### Recruitment

- Assisted in end-to-end recruitment and talent acquisition activities under the guidance of the immediate supervisor.
- Advertised and managed job advertisements through recruitment platforms including TopJobs, LinkedIn, company career pages, social media platforms, and headhunting companies.
- Screened and shortlisted CVs based on job descriptions using AI-assisted recruitment tools and shared shortlisted candidates with department heads.
- Scheduled and coordinated interviews, technical assessments, and behavioral evaluations for candidates.
- Conducted reference checks and prepared salary approval documentation for management approvals.
- Supported onboarding and pre-onboarding activities including induction programs, buddy programs, welcome sessions, factory visits, EPF registration, and employee documentation.
- Assisted in implementing 30-60-90 day onboarding plans to improve new employee integration and engagement.
- Coordinated employee joining requirements including workstation setup, stationery allocation, and IT device arrangements.
- Maintained employee personal files and ensured accurate recruitment and onboarding records.
- Collaborated with cross-functional teams to ensure smooth and timely hiring and onboarding processes.

#### Training and Development

- Worked under the guidance and supervision of the Talent Acquisition & Development Manager in executing training and development initiatives, employee learning programs, training needs analysis, and organizational development activities.
- Supported the analysis of employee development needs using the 70:20:10 learning model by recommending on-the-job learning, peer learning, coaching, projects, workshops, and seminars.
- Assisted in preparing annual training plans and budgets, including Compliance Training, Technical Training, and Behavioral & Leadership Development programs aligned with organizational objectives.
- Developed and managed the annual training calendar based on training need analysis reports while coordinating with external training providers such as SGS Lanka, CIPM Sri Lanka, RH Training, Nexus Training College, and the Ceylon Chamber of Commerce.
- Coordinated and implemented internal and external learning initiatives including workshops, seminars, leadership programs, technical training sessions, and project-based learning activities.
- Managed training evaluation processes using the Kirkpatrick Model by conducting Level 1, Level 2, and Level 3 evaluations through surveys, quizzes, knowledge-sharing sessions, and supervisor feedback discussions to measure training effectiveness and behavioral improvement.