



Contact

Phone

+94 75 495 0570

Email

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Address

Malabe, Sri Lanka

DOB

23 February 1995

Marital Status

Married

Expertise

HR Operations & Administration

Employee Relations

Training & Development

Labor Law & Compliance

HRIS & ERP Systems

Counseling & Grievance Handling

Compensation & Benefits

Health & Safety Management

MS Office & Email Systems

Language

Sinhala

English

T. Kaushalya Madhu Peiris

Senior Human Resources Professional

Experience

2025 Aug – Present

Multichemi

International (Pvt) Ltd

Senior Executive – Human Resources

- Overall HR operations and employee lifecycle management
- Employee records management and HR documentation · EPF/ETF registrations, statutory compliance, and labor law coordination
- Employee relations, grievance handling, and disciplinary processes
- Training coordination and staff development initiatives · Administrative and managerial HR support

2025 – 2025 Aug.

Ferentino Tyre

Corporation (Pvt) Ltd

Senior Executive – Human Resources

- HR documentation, employee confirmations, and official correspondence
- EPF registrations and remittance claims handling
- Employee relations, warning letters, and performance documentation
- Stationery procurement and facility management
- Direct support to Deputy Manager – HR

2021 – 2024

PrintXcel Packaging

(Pvt) Ltd

Senior Executive – Human Resources

- HRIS, attendance, and employee master file maintenance
- EPF compliance, employee registration, and exit formalities
- PPE, health & safety coordination, and facility monitoring
- Administrative HR support and internal coordination

2017 – 2021

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(Pvt) Ltd

Executive / Assistant – Human Resources

- Personnel file management and HR documentation ·
- Orientation, onboarding, and training assistance
- Attendance audits and system administration
- Employee welfare and health & safety support

Professional Qualifications

- SLIDA NVQ Level 4 – Training & Development Program · Diploma in Human Resource Management with Counselling & Psychology (Pearson – HRM Institute)
- Chartered Intermediate Human Resource Management (CIPM – Sri Lanka) · Diploma in Human Resource Management (ICET)
- Diploma in Computerized Accounting (ICET)
- Following Chartered Qualification in HRM (CIPM)

References

Mr.Ranga Hewagamage

Manager - HR & Admin

Phone: 077 8547835

Mr.Noranjana Lakpriya

Head of HR

Phone: 077 8770161