



# KAVINDU MIHIRANGA

## Professional Statement

Enthusiastic and adaptable job seeker with a strong willingness to learn and contribute in diverse work environments. Equipped with a solid educational background in business administration and practical internship experience in customer service and operations. Known for being reliable, a fast learner, and a strong team player with excellent communication and problem-solving skills. Open to opportunities across various industries where dedication, professionalism, and a positive attitude are valued.

## Experience

### HR Executive

April 2025 – Present

#### Brandix Polonnaruwa

- **Talent Acquisition & Recruitment** : Managed end-to-end recruitment including candidate sourcing, screening, interviewing, headhunting, selection, and onboarding coordination.
- **Payroll & HR Administration** : Handled payroll processing, attendance, leave, overtime, employee records, B-Card documentation, and ETP-related HR administration.
- **Learning & Development (L&D)** : Oversaw Training Needs Analysis (TNA), training schedules, employee development programs, and learning effectiveness tracking.
- **HR Analytics & Operations** : Prepared HR reports, analyzed workforce metrics (attendance, turnover, productivity), and supported data-driven HR decisions.

### InCharge

May 2024 – May 2025

#### SR Super Center (Kandy)

- Supervised daily operations across supermarket & hardware divisions, ensuring smooth staff coordination and customer service
- Managed inventory, supplier coordination, and prepared daily sales/cash reports with accuracy
- Handled basic HR tasks (attendance, scheduling, initial recruitment) while supporting problem-solving and team leadership

### Bank Assistant People's Bank

2019 – 2020

#### (Polonnaruwa Town Branch)

- Assisted customers with banking services and inquiries, improving service efficiency at the front desk
- Supported loan processing, including application verification and documentation handling
- Handled daily transactions (deposits, withdrawals, account services) while maintaining accuracy and compliance

## Education

### Bachelor of Business Administration (Honours)

2021 – 2025

#### South Eastern University of Sri Lanka

- Gained knowledge in Management, Marketing, Finance, and HR.
- Built analytical, leadership, and teamwork skills through projects and case studies.
- Participated in industry-related seminars and workshops.

### Advanced Certificate in Human Resource Management and Marketing

#### IDM nations campus

Mar 2019– Sep 2019

### Passed G.C.E. Advanced Level Examination – 2019

Royal College Polonnaruwa (Index- 8352186)

### Passed G.C.E. Ordinary Level Examination – 2015

Royal College Polonnaruwa (Index- 53983920)

## Additional Information

### Certifications:

- Human Resource Management Professional Certificate
- YouCon 3.0 International Conference on You-tubing and Content Creation
- Entrepreneurial Marketing Strategies

## Non-related Referees

Mr. Dinisha De Silva  
Manager – Business Process Improvement,  
Brandix – Inqube,  
Polonnaruwa, Sri Lanka.  
+94 774196 074  
dinishade@gmail.com

R.M. Prabath Ranasingha  
Manager of People's Bank  
(Medirigiriya Branch)  
Call – 071 603 6334

## Contact

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070-5859407

### Email

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### Address

Wimal Electricals,  
Newtown RD,  
Polonnaruwa.

### Date of birth

1999-11-02

## SKILLS

- Adaptability
- Leadership
- Time Management
- Problem-Solving
- Self Motivated

## PROFESSIONAL SKILLS

- MS-Office
- AdobePhotoshop
- Adobe Illustrator
- Creative Drawing

## EXTRA CURRICULAR ACTIVITIES

- Editor of the university sport council (2024-2025)
- Captain of the university badminton team - 2023
- Editor of the university media unit
- Chess player on the school chess team
- Active member and hiker of the Scout Association