

# NUWAN WEERASINGHA

HR & Admin Executive

Phone: 078 455 8005 | Email: [njweerasinghe@gmail.com](mailto:njweerasinghe@gmail.com)

Address: Gurugoda, Horana



## PROFESSIONAL SUMMARY

Analytical HR professional with **10+ years' experience** in HRIS, ERP, and payroll. Skilled in attendance management, ERP data, and advanced Excel for reporting and automation. Currently pursuing Chartered Intermediate in HRM (CIPM) to align HR strategy with systems and data.

## TECHNICAL SKILLS & COMPETENCIES

- **HRIS & ERP Systems:** Experience with hSenid, Olax Payroll, SAP, IFS ERP, Microsoft Dynamics NAV, Oracle MICROS, and ALPHA ERP.
- **Data & Reporting:** Expert in Advanced Excel (Macros, Pivot Tables, VLOOKUP) and Google Workspace automation (Sheets/Forms).
- **System Support:** ERP master data maintenance, SAP payment issue support, and hSenid attendance reporting.
- **Payroll:** Payroll processing using Olax Payroll and Excel-based manual payroll systems.

## PROFESSIONAL EXPERIENCE

HR Executive -Administration | Coats Thread Exports (Pvt) Ltd

July 2025 – Mar 2026

- **Administration Oversight:** Managed overall administration for 680+ employees, including Canteen, Transportation, Janitorial, and Security services.
- **Financial Analysis:** Handled vendor payments through SAP adhering to company standards and prepared department-wise analytical reports.
- **Governance & Audits:** Managed agreement renewals, amendments, SOP developments, and audits.
- **Process Automation:** Implemented automated Google Sheets and Forms to enhance accuracy and save time in daily operations.
- **System Administration:** Managed outsourced staff attendance, biometric enrollment, and shift/roster updates using the hSenid system.

HR & Admin Executive | Eathos F&B Investments LLC – Dubai

Oct 2022 – May 2025

- **Production Admin:** Directed overall administration for the production unit and supervised office staff, including storekeepers and data entry operators.
- **Multi-Brand Reporting:** Prepared daily production consolidation reports for across 8 brands.
- **Employee Relations:** Handled employee interviews, surveys, grievances, and disciplinary actions.
- **Payroll Support:** Maintained digital attendance records and supported accurate payroll through overtime and leave calculations for 60+ employees.
- **Logistics:** Managed transportation and overall administration to ensure operational efficiency.

## Executive – Administration | Crysbro Group of Companies

Feb 2021 – Sep 2022

- **Project Admin:** Handled daily project administration operations including procurement and inventory management.
- **Vendor Management:** Prepared end-to-end vendor payments and managed petty cash activities using Microsoft Dynamics NAV.
- **Site Payroll:** Managed attendance records and processed payroll for project site workers & drivers.

## Junior Executive – HR & Accounts | Sunshine Healthcare Lanka Ltd

Nov 2017 – Dec 2020

- **Attendance Tracking:** Prepared and verified attendance and overtime reports for 140+ employees using biometric systems.
- **Financial Admin:** Managed distribution center cash sales, petty cash, and settled cheque/credit transactions via IFS ERP.

## Junior HR Executive | Global HR Solutions (Pvt) Ltd

Apr 2017 – Nov 2017

- **System Innovation:** Created automated OT calculations and a paysheet system to improve accuracy and efficiency about 30%.
- **Talent Coordination:** Monitored new joiner documentation and coordinated candidate interviews.

## Payroll Officer | Ayagama Tea Factory (Pvt) Ltd

May 2015 – Mar 2017

- **Full-Cycle Payroll:** Managed end-to-end payroll for 175+ factory workers (wages, advances, loans) using Olax Payroll.
- **Compliance & Accuracy:** Developed Excel-based payroll calculation sheets to cross-check system outputs and prepared EPF/ETF reports.
- **Conflict Resolution:** Handled employee grievances to maintain a productive factory environment.

## EDUCATION & CERTIFICATIONS

- **Chartered Intermediate in HRM (Following)** – CIPM
- **Diploma in Human Resources Management** – Londontec City Campus
- **Diploma in Business Management** – Londontec City Campus
- **Certificate in Computerized Accounting** – Asian Lanka Computer Academy
- **Diploma in English** – E-Soft
- **G.C.E. Advanced Level** - (A,B,C Passes)

## ACHIEVEMENTS & LANGUAGES

- **Achievements:** Best Employee Applause Q4 - 2025 (Coats)  
Employee of the Month - Dec 2023 (Eathos Dubai)
- **Languages:** English (Fluent) | Hindi (Fluent Spoken) | Sinhalese (Native)