



# RANGANA SAMPATH KUMARA

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## PROFESSIONAL SUMMARY

Results-driven HR & Administrative Executive with hands-on experience in payroll coordination, visa processing, vendor management, budgeting support, and overall administrative operations. Strong background in business management with proven ability to handle confidential employee records, coordinate cross-functional teams, and ensure smooth day-to-day operations. Highly organized, detail-oriented, and capable of working under pressure while maintaining compliance with company policies and statutory requirements.

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## PROFESSIONAL EXPERIENCE

### HR & Administration Executive

#### Green Thru Safety Medicare (Pvt) Ltd | 2025 – Present

- Served as the primary Administration Executive supporting the Industrial Team, IP&M Department, and Commission to ensure seamless coordination and efficient daily operations.
- Coordinated departmental meetings including scheduling, agenda preparation, minute-taking, and follow-up actions to maintain a structured workflow.
- Managed end-to-end payment processing by verifying invoices, coordinating with relevant departments, and monitoring outstanding payments while maintaining accurate financial records.
- Supported budgeting and costing activities by tracking expenditures and preparing financial reports for management decision-making.
- Maintained organized documentation systems with proper filing, version control, and compliance with organizational policies and internal audit requirements.
- Managed Head Office petty cash and grocery cash funds, prepared summaries with supporting invoices, and coordinated approvals with HR and Accounts departments.
- Assisted payroll processing by coordinating attendance records, reimbursements, allowances, deductions, and supporting documentation with the Accounts Department.

- Handled procurement and vendor coordination for stationery, office supplies, cleaning items, drinking water, hostel requirements, electronic items, and other operational needs.
  - Managed store inventory, marketing materials, gift items, and ensured timely stock replenishment.
  - Coordinated transport reimbursements, travel arrangements, air ticket bookings, accommodation reservations, and business travel administration including expense summaries and petty cash settlements.
  - Managed visa and immigration procedures for foreign employees including BOI coordination, Defense Ministry approvals, medical appointments, and Immigration Department processes.
  - Oversaw house agreements, hostel management, utility bill coordination, cable connections, and facility-related services for company properties.
  - Coordinated SLT connections, mobile data plans, CCTV services, photocopy machine servicing, and provided IT-related troubleshooting including Outlook email configuration and license renewals.
  - Managed email account creation, official email signatures, and provided ongoing system/user support.
  - Maintained and updated employee personal files ensuring completeness, confidentiality, and compliance with statutory and company requirements.
  - Created and maintained administrative SOPs, prepared accurate meeting minutes, and supported compliance documentation.
  - Planned and coordinated company events, internal meetings, staff activities, meal arrangements, and scheduling.
  - Coordinated ID card printing, visiting cards, mug printing, stamp orders, document translations, and courier services.
  - Liaised with internal stakeholders and external vendors to ensure smooth day-to-day HR and administrative operations.
  - Monitored departmental operations, provided HR and administrative support, and assisted with assigned cross-functional tasks.
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## **Internship Trainer – Process Control Unit**

### **Nobles Manufacturing (Pvt) Ltd | 2024 – 2025**

- Ensured compliance with departmental procedures.
  - Verified accuracy of reports and documentation approvals.
  - Participated in pre-production and pre-cutting meetings.
  - Conducted weekly operational audits.
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## **HR Intern**

### **SMT Apparel Lanka Ltd | 2024**

- Assisted with recruitment and employee records management.
- Coordinated HR training sessions and internal events.

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## EDUCATION

### **BA (Hons) Business Management & Leadership**

Coventry University (UK) – Affiliated with NIBM | 2025 – 2026 (Reading)

### **Higher National Diploma in Business Management**

National Institute of Business Management (NIBM), Kandy | 2024 – 2025

### **Advanced Diploma in Business Management (Distinction)**

NIBM, Kandy | 2023 – 2024

### **Diploma & Advanced Certificate in English**

NIBM, Kandy | 2022 – 2024

G.C.E Advanced Level – 2020

G.C.E Ordinary Level – 2016

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## RESEARCH

**“Factors Affecting intention to Leave the Job Among Gen Z Employees in the Sri Lanka”** (2026 – Reading)

**“Factors Influencing Mobile Banking Adoption in Rural Areas in Sri Lanka”** (2024)

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## PROJECTS & LEADERSHIP

- Team Lead – Navigating Future Project, Hillwood College, Kandy (2024)
  - CSR Project – “Helping Hands” Food Distribution (Rotaract Club, NIBM)
  - Committee Member – Career Fair & New Year Festival (NIBM)
  - Participant – Edu Expo 2024 (Kandy City Center)
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## TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Access)
  - Basic Accounting Knowledge
  - Payroll Coordination
  - Administrative Systems
  - Outlook & Email Management
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## EXTRA-CURRICULAR ACHIEVEMENTS

- Multiple **All-Island, Provincial, and District Level Dance Competition Winner** (2013–2016).
- Awarded **Presidential Certificate for Traditional Dancing – Esala Perahera** (2014).
- Committee Member – **Career Fair 2023**, National Institute of Business Management (NIBM), Kandy.
- Committee Member – **New Year Festival 2023**, NIBM Kandy.
- Active Member – **Rotaract Club of NIBM**, contributed to community service initiatives including the “Helping Hands” food distribution project.
- Member – **Digital Marketing Club**, NIBM Kandy.
- Team Leader – **Navigating Future Project** conducted at Hillwood College, Kandy (2024).
- Representative – Participated in **Edu Expo 2024**, Kandy City Center, representing NIBM.
- Participant – Environmental & Sustainable Development Programs, School of Business (2024).
- Contributor – Corporate Social Responsibility (CSR) Project under NIBM (2023).
- Presidential Certificate – Esala Perahera Dancing (2014)

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## REFERENCES

Ms. Sachithri Pathirana  
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I hereby certify that all the above information is the true and correct to the best of my knowledge. Thank you for the kind attention. Yours’ faithfully,

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Date

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Signature