



# CHATHURIKA WICKRAMAARACHCHI

BBA(Mgt) HRSP(ug)

I am Interested to gain working experience in a growth oriented organization which offers diverse responsibilities in order to utilize and improve my skills, knowledge and experience. And I look forward to purposes challenging career in the field of Human Resource with integrity and high standard performance competence.

## Contact

+94 71 521 7270

lakshaniwickramaarachchi001@gmail.com

No.149/72/1,A, Kaluwala Rd,  
Ganemulla.  
11020. Sri Lanka.

## Languages

Sinhala   
English   
Tamil

## Skills

Communication   
Leadership   
Teamwork   
Time management   
Interpersonal   
Quick learning   
Adaptability   
Imotional Intelligence   
Imotional Intelligence

## Education

Bachelor of Business Administration Honors  
in Human Resource Management

University of Ruhuna

Since 2020

Student No : MF/2019/5648

G.C.E A/L Examination - Commerce Stream

Viharamahadevi Balika Vidyalaya, Kiribathgoda. 2016-2018

Index No - 1471333

Accounting - A Economics - A Business Studies - B

G.C.E O/L Examination

WP/GM Galahitiyawa Central College,  
Ganemulla.

2010-2015

Index No - 50607600

6As' 3Bs'

Passed Dhamma School Final Certificate  
Examination

Index No - 9102060

2015

G.C.E. O/L Tamil Language

Index No - 40536700

2014

C Pass

## Courses & Certificates

- Completed AAT Level 1.
- Following HRIS certificate course at MinthRM.

# Extra Curricular Activities

- **Member of HRD Circle, University of Ruhuna.**  
Organized a CSR project called "Athwela" by HRD Circle of University of Ruhuna and I was the finance manager of the organizing committee.
- **Member of the Esthetic Association, University of Ruhuna.**  
Gratefully contributed to most of functions which organized within the university as a dancer.
- **Member of zero plastic, University of Ruhuna.**  
Joined with beach cleanup sessions and awareness programs which held by zero plastic Ruhuna.

# Experience

- **Maliban Biscuit Manufactories pvt Ltd.**  
HR INTERN Oct 2023 - Present
  - Assisted with recruitment processes, including resume screening, scheduling interviews and participated in employee onboarding activities.
  - Supported Training & Development initiatives by assisting in the coordination of training sessions and tracking employee participation.
  - Maintain the HRIS (H-senid) system, ensuring accurate and up-to-date employee data.
- **Peoples Bank - Kadawatha**  
TRAINEE OFFICER Jan 2019 - Dec 2019
  - Managed client bank account including opening and closing accounts and overseeing transactions.
  - Processed deposits, withdrawals and bill payments.
  - Recommended and explained banking services and products to clients based on their needs.
  - Performed clerical duties namely data entry and filling.
  - Encouraged saving habits among clients.

# Non-Related Reference

- **Dr. M.T. Thedushika De Silva**  
Senior Lecturer,  
Faculty of Management & Finance,  
University of Ruhuna,  
Matara, Sri Lanka.  
Tel: +94 716415736  
Email: thedushika@mgt.ruh.ac.lk
- **Mr. Rohana Wijesooriya**  
Group HR and Admin Manager  
Maliban Biscuit Manufactories (pvt) Ltd.  
Ratmalana, Sri Lanka.  
Tel: +94 714558125  
Email: rohana.wijesooriya@malibamgroup.lk

# Declaration

I do here by certify that the above particulars are true and accurate to the best of my knowledge and can be supported with documentary evidence.

.....  
Date

.....  
Signature