



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

C Pass

2014

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