

## Education

### Chartered Institute of Personnel Management

Professional Qualification- Chartered Qualification in HRM  
FCHRM, ACHRM Completed, DPHRM qualified and Reading CIHRM  
Award winner for CIPM Quality Month Poem and Verses 2023 and 2024  
Award winner for CIPM Quality Month Poster 2024

Sri Lanka  
November 2027

### Colombo Institute of Research and Psychology

Reading Diploma in Psychology

Sri Lanka  
September 2026

### Cambridge University

Qualification – Cambridge English Certified  
Successfully completed from Foundation to C2 Proficient

### School Education

OKI international Kotikawatta  
Methodist College, Colombo 03

2007- 2016  
2017 - 2023

## Experience

### Wiley

#### HR intern

June 2024– August 2024

- Preparing and completing employee personal files.
- Collecting required information from employees.
- Providing regular progress updates to the HR Head (India).
- Gained exposure to employee engagement events held by Wiley.
- Participated in monthly Global HR meetings led by the Group HR Director.

### Acumen Intelligence

#### HR Associate

September 2024 – December 2024

- The first HR to be hired by the company working directly under the Vice President.
- Sourcing talent from Sri Lanka, UK, Japan, Indonesia, Africa and APAC region, shortlisting candidates and interviewing them with the Vice President of the Company
- Making NDIS Agreements and Policies and Procedures.

### Hayleys Fenton's

#### HR and TA Intern

January 2025 – June 2025

- Scheduled and coordinated interviews with candidates while updating the RR tracker
- Drafted appointment letters for new hires for all positions and seniority levels
- Contributed to HR projects while working closely with the Senior HR executive.
- Organized and maintained HR files (electronic and physical).
- Assisted with onboarding, including document prep and orientation.
- Supported employee relations by addressing inquiries.
- Led a data update project on engineer records at Hayleys Fenton's, auditing and standardizing profiles to improve accuracy and reporting.

**Medfuture Recruitment****Junior Talent Acquisition Consultant**

July 2025 – Current

- Connect Australian and international healthcare professionals with rewarding roles across Australia while building strong relationships with candidates and employers to achieve the best talent matches
- Specialize in allied health, general practice, international medical graduates, mental health, and dental sectors
- Consistently meet KPIs to ensure timely and high-quality candidate placements

**Other Achievements and Extra-curricular activities**

- Participation for Dance Performance held in Sugathadasa Indoor Stadium (2013 – 2015) of Rajini Selwanayagam Dance Academy
- Recognized among the Top 50 Best-Written Stories at the 2025 Ceylon Literary Festival- Future Writers Program, sponsored by Dilmah Tea, for exceptional storytelling and creative writing
- Gateway School of Computing – Coding with Scratch – Level 2
- Junior Prefect of OKI International School – Kotikawatta
- Prize winner for Sinhala Language (Grade 9) of Methodist College
- Participation for Sports meets of Methodist College – Swimming and Badminton
- Member of Kotikawatta Baptist Church Choir and Youth committee member
- Participation in Entermindz Season 2 as a member of the team from Methodist College
- Passed ACCA Business Technology Knowledge level

**Referees**

- Mr. Sanjaya Bandara (Ex President CASL, family friend), 077 726 7014, sbbr@sltnet.lk
- Ms. Dinesha Amiyangoda Senior HR executive at Hayleys Fentons) - 0779095278
- Ms. Thisuri Jayasekara (HR specialist of Wiley Sri Lanka), 0768308444
- Ms. Bipasha Das (Senior Manager, People Service Center at Wiley), bdas@wiley.com

