



MADHUSHI PALLIYAGURUGE

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Address : No. 187/5/A, Oruwala,
Athurugiriya, Sri Lanka

Date of Birth : 11 March, 1998

PERSONAL PROFILE

My objective is to pursue a career in a reputed organization with open and progressive work culture related to the knowledge I have gained both academically and professionally, while adding value to myself with the opportunities and challenges presented to me.

EDUCATIONAL BACKGROUND

BSc. (1st class Hons) Business Management – 2019 (Northumbria University, UK)

- Awarded with the Dean's List Award for the Best Student

BTEC Higher National Diploma in Business Management – 2018 (Business Management School)

- Completed with an overall Merit grade

G.C.E. Advanced Level (National) – 2015

- Obtained 1 "C" pass and 2 "S" passes in Biology stream.

G.C.E. Ordinary Level (Cambridge) – 2013

- Obtained 4 A*s, 2 "A" and 1 "B" in Science Stream

G.C.E. Ordinary Level (National) – 2013

- Obtained 3 "A" passes, 1 "B" pass, and 2 "C" passes

WORK EXPERIENCE

HR Trainee at Fonterra Brands Lanka

(April 2018 to August 2018)

HR Operations Assistant at Fonterra Brands Lanka

(September 2018 to December 2019)

Rewards & HR Operations Associate at Fonterra Brands Lanka

(January 2020 to January 2021)

Rewards & HR Operations Executive at Fonterra Brands Lanka

(February 2021 to present)

- Maintaining various files related to payroll and preparing the variance report for the Interns, In-plant Trainees, Consultants, and Permanent carder employees
- Carrying out payment related activities
- Experience with SAP system
- Completion of all the documentation and updating systems related to hiring an employee to ensure compliance with company policies, procedures & practices and regulatory requirements
- Carrying out standard procedure for termination/resignation
- Preparing letters for different purposes of employees (service letters, visa letters, school enrolment letters, EPF/ ETF letters, Name certification Letters)
- Coordinating with other departments and carrying out the Induction program for new employees
- Coordinating with the Insurance company and arranging medical insurance for new joiners

EXTRA CURRICULAR ACTIVITIES

Member of the school Athletics team

Member of the school Western band

Member of the school Eastern band

Member of the school Netball team

SKILLS

Proficient in MS Office

Ability to work in teams and take on challenges

Time management skills

Relationship building skills

LANGUAGES

English

Full Professional Proficiency

Sinhala

Full Professional Proficiency

I do hereby certify that the above-mentioned particulars are true and correct to the best of my knowledge.

Madhushi Palliyaguruge

NON-RELATED REFEREES

01. Mr. G S Sylvester

Marketing Consultant/Trainer/Tutor
(FCIM, Chartered Marketer, FSLIM)

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