Awanthi Rathnayaka

Human Resources Manager

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PROFESSIONAL SUMMARY

Results-driven HR professional with 9 years of experience across talent acquisition, employee relations, performance management and HR operations in the IT and BPO sectors. Experienced in building recruitment pipelines for high-growth tech teams, rolling out HRIS and leave management systems, and partnering with leadership on culture and retention. CIPM qualified with a strong grasp of Sri Lankan labour law.

CORE SKILLS

- Talent Acquisition & Employer Branding
- Employee Relations & Grievance Handling
- Performance Management (OKRs, KPIs, 360° reviews)
- Compensation & Benefits Benchmarking
- HRIS Implementation (leave, payroll, attendance)
- Sri Lankan Labour Law & Compliance (Shop and Office Act, EPF/ETF)
- Learning & Development Programmes
- HR Analytics & Reporting (Excel, Power BI)

PROFESSIONAL EXPERIENCE

HR Manager — BrightPath Technologies (Pvt) Ltd, Colombo
March 2022 – Present

- Lead a team of 5 HR executives supporting 450+ employees across engineering, QA and delivery units.
- Reduced average time-to-hire from 42 to 26 days by introducing structured screening and an automated interview scheduling workflow.
- Implemented a cloud-based HRIS covering leave, attendance and petty cash claims, cutting manual HR admin by 35%.
- Designed a yearly performance review cycle with OKRs, raising review completion from 68% to 97%.
- Brought voluntary attrition down from 21% to 14% through stay interviews, career paths and a revised benefits package.

Senior HR Executive — Nexora Global Services, Colombo
January 2019 – February 2022

- Managed full-cycle recruitment for 120+ roles a year, including campus hiring with leading Sri Lankan universities.
- Handled employee relations cases and disciplinary inquiries in line with company policy and labour regulations.

- Coordinated monthly payroll inputs, EPF/ETF submissions and gratuity calculations with the finance team.
- Ran onboarding programmes for 300+ new joiners, improving 90-day retention by 18%.

HR Executive — Lankan Horizons BPO, Rajagiriya
June 2016 – December 2018

- Supported recruitment of customer support and back-office staff (up to 40 hires a month).
- Kept employee records, leave registers and HR reports up to date.
- Organised training sessions, engagement events and wellness programmes.

EDUCATION

MBA in Human Resource Management
University of Colombo — 2020

BSc (Hons) in Business Administration
University of Sri Jayewardenepura — 2016

PROFESSIONAL QUALIFICATIONS

- Professional Qualification in HRM — CIPM Sri Lanka (2018)
- SHRM Certified Professional (SHRM-CP) — 2023
- Certificate in Labour Law — Open University of Sri Lanka (2017)

LANGUAGES

English (Fluent) | Sinhala (Native) | Tamil (Conversational)

ADDITIONAL DETAILS

Current Salary:	LKR 450,000 per month
Expected Salary:	LKR 600,000 per month
Notice Period:	1 month
Availability:	Willing to work hybrid / on-site in Colombo

REFERENCES

Available on request.