

K.D. SANDUNI PABASARA

No. 324, Moragala Rd, Bullugahapitiya, Eheliyagoda • 076 592 9167
•sadupabasara02@gmail.com •[sadupabasara.cv](mailto:sadupabasara02@gmail.com)

PROFESSIONAL PROFILE

A highly motivated and organized individual pursuing a Bachelor of Arts (Honours) at the University of Ruhuna, complemented by a Diploma in Human Resource Management. Proven leadership capabilities through extensive university committee involvement and a strong foundation in administrative tasks and communication. Seeking to leverage academic knowledge and interpersonal skills to support recruitment, onboarding, and training initiatives at your company.

EDUCATION

Bachelor of Arts (Hon) in Sinhala

- Faculty of Humanities and Social Sciences, **University of Ruhuna** 2021 – 2026 (Expected)

Diploma in Human Resource Management (Excellent Pass)

- LPEC Campus** | 2023 – 2024

Course in HRM (Under the Degree Program)

- University of Ruhuna** | 2025

G.C.E. Advanced Level Examination

- Eheliyagoda Dharmapala National College | 2018 – 2020
- Results: Sinhala (A), Music (A), Mass Media & Communication Studies (B)

KEY SKILLS & COMPETENCIES

- HR Knowledge:** Familiar with recruitment, onboarding, and employee development principles.
- Languages:** English, Tamil, Sinhala
- Technical Proficiency:** Expert knowledge in Microsoft Office Suite (Word, Excel, PowerPoint) for reporting and documentation.
- Soft Skills:** Ability to work effectively in teams, perform under pressure, and manage time efficiently.

LEADERSHIP & EXTRA-CURRICULAR ACTIVITIES

- Secretary, International Rover Scout Crew | University of Ruhuna (2024 – 2025)
- Leader, Program under Career Guidance Unit | University of Ruhuna (2022 – 2026)
- Committee Member, Sinhala Association & Gavel Club | University of Ruhuna (2022 – 2023)
- Head of Media Unit & School Prefect | Eheliyagoda Dharmapala National College (2018 – 2020)
- Project Leader, "Shilpa Yathra" Language Camp | Organized for O/L students (2025)

CERTIFICATIONS

- Soft Skill Development Course – Career Guidance Unit, University of Ruhuna (2022–2024)
- Tamil Language Proficiency – University of Ruhuna (2023)
- Business English Course – University of Ruhuna
- Total Immersion Language Course (Tamil/Sinhala) – Ministry of Justice (2021)