VACANCIES

CDB believes in elevating the lives of all Sri Lankans. Our focus is to employ and engage individuals who aspire to grow their careers within a renowned financial entity, working with a dynamic team of industry professionals who are dedicated to raising the bar and setting benchmarks in Sri Lanka's financial industry.

Human Resources Systems Analyst Intern

We are seeking a proactive and detail-oriented HR Systems Analyst Intern to join our dynamic team. This internship offers an excellent opportunity to gain hands-on experience in business analysis, user engagement, system testing, and documentation within a live development environment. The ideal candidate will assist in gathering requirements, preparing user documentation, supporting testing activities, and contributing to the improvement of system workflows. This is a valuable chance to collaborate with cross-functional teams and play a key role in delivering impactful technology solutions.

- Assist in collecting and organizing functional requirement specification from module owners.
- Help in drafting user guides, process flow diagrams, and requirement specification.
- Understanding the system workflow, identify gaps, perform basic system testing and document bugs or usability issues.
- Gather user feedback from pilot users and prepare summary reports.
5. Support in entering test data into the system and verify/conduct UAT testing.
6. Attend demo sessions and take notes for improvements or issues raised.
7. Follow up with relevant module owners on pending tasks or updates.
8. Help in preparing training materials or visuals (e.g., slides, short videos) for end users.
9. Schedule and attend development meetings; assist with minutes and action item tracking.

What We're Looking for

- Currently pursuing (or recently completed) a degree in HR, Management Information Systems (MIS), Computer Science (with an interest in HR systems or business process analysis) or related field
- Detail-oriented with strong organizational skills
- Solid communication skills and a proactive attitude)

Academic exposure to the following is a plus:

- Human Resource Information Systems (HRIS)
- Systems Analysis and Design
- Business Process Modeling
- Technical Documentation or Communication
- Data Analytics or User Testing

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path awaits those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to

✉ **careers@cdb.lk**

CDB ❤
Your Friend

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