**Madhusudhan. K**

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**Professional Synopsis**

* 5+ years of experience in HR - Recruitment, Training & Development and Report Generation
* Presently associated with Glosap Consulting Pvt Ltd., Bangalore as Senior HR – IT Recruitment and Operations
* Excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, and closing
* Worked extensively on IT Infrastructure and telecom requirements.
* Supporting for Singapore, Malaysia, Japan and other eastern countries
* Driving the complete Talent acquisition for all positions across the region.
* Assist in manpower planning by tracking trends in recruitment.
* Managing source mix so as to minimize hiring cost and maintain diversity.
* Done recruitment/Operation for various geographies majorly for India/Singapore/Malaysia
* Managing the complete recruitment life cycle for sourcing the best talent from diverse sources.
* Planning and organising recruitment events in various locations across the country.
* Conducting HR interviews, discussing and releasing offer letters, preparing the salary fitment and following up with the selected candidates until they are on board.

**Areas of Expertise**

HR Recruitment

* Looking after the recruitment activities through campus recruitments, other events/ in co-ordination with placement consultants or job sites; screening of resumes and short-listing candidates; overseeing Employee Exit Management
* Completing formalities for interviews and organising interview sessions; organising induction programmes including hand over of the joining letter; co-ordinating with the Finance division to complete necessary formalities

Performance Management

* Organising performance appraisal sessions for employees in co-ordination with the HODs
* Coordinating formulation/ implementation of increment, incentive and other remuneration policies; issuing letters post-completion of the appraisal sessions to the employees

Training & Development

* Identifying training needs & ensuring measurability & effectiveness across the organisation
* Budgeting & organising customised training programmes based on the training need analysis to enhance the manpower skills & efficiency

**Organisational Experience**

**Since Sept’09 Glosap Consulting Pvt Ltd., Bangalore as Team Lead - IT Recruiter**

**Role**

* Meeting clients, vendor mangers, negotiations, getting requirements and closing the positions.
* Company promotion, running specific sales campaign, marketing, preparing sales and marketing materials
* Handled international clients and bench.
* Working closely with project managers to fulfill the requirements.
* Responsible for India, Singapore and Malaysia recruitment operations
* Working extensively on Infrastructure, Telecom, SAP functional and technical requirements of our clients.
* Sharing the requirement to various Vendors and Interacting with them

**HR Project handled in GLOSAP**

International Project “SAPPORT”- PMO (Nov 2010-April 2011)

www.sapport.net

Under the guidance of Mr. Andreas Wezler -GTM Specialist, Rio Tinto, Completed an International Project “SAPPORT”- an international Job Portal specially created for SAP Professionals with all the advanced techniques for applying abroad with added advantages over the other portals

* Responsible for MIS and various reports such as bench reports, deployment reports, CTH reports etc.
* Meeting with project team for creation and finalization of project schedules.
* coordinate with Finance, administration, HR facilities for the timely project execution.
* Preparation of Invoice, PO, client agreement and follow up the client payments.

**Feb’08 to Nov’09 ASM Technologies., Bangalore as Sr IT Recruiter**

**Role**

* Worked on all phases of recruitment viz., clients requirements handling, sourcing, short listing,

negotiating, finalizing.

* Updating the candidates details in the system and maintaining databank of all software professional.
* Communication with clients, candidates, colleagues and management
* Arranging candidates and follow up for interviews with the help of interview schedule
* Ability to work with team members, excellent time management and prioritization skills.
* Involved in effective handling of various requirements.

**April ’05 – Jan` 08 Magna Infotech Pvt Ltd, Bangalore as HR - Recruitment**

**Role**

* Receiving requirements and taking Strategies related to the most economic viable channel of fulfilment.
* Design and implementation of sourcing strategy.
* Involved into End to End Recruitment.
* Responsible for MIS and various reports such as bench reports, deployment reports, CTH

reports etc.

**June 2001 to March 05 Avagon Infotech Pvt Ltd as Marketing Executive**

**Role**

* Responsible for computer hardware sales. Target oriented and selling effectively the products
* Customer meetings, negotiations and follow up

**Education**

**M.Sc in IT, Kuvempu University.**

**B.Sc in statistics, Bangalore University**

Certification – ITIL