# RESUME

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**B.MADESHWARA SRINIVASAN** No. 53, SRI BALAJI NIVAS

**MA, PGDPM&IR** 3rd Main Road, Shreyas colony, J.P. Nagar 7th Phase, Bangalore -560078

Mobile : 7829460332,7975187291

Email: bmadeshwaras@gmail.com,

madeshwaras35@yahoo.com

CAREER OBJECTIVE:

To be associated with an organization that provides me an opportunity to show my personal skill and to improve my knowledge and to be part of the team that works dynamically towards the growth of organization and peruse a challenging and satisfying career

**EDUCATIONAL QUALIFICATION:**

* B.Com-1990-1993 at SACRED HEART COLLEGE (Autonomous) from Tirupattur, Vellore district, TN.
* MA -1996-1998 from ANNAMALAI UNIVERSITY.
* Post graduate diploma in personnel management and Industrial relation PGDPM&IR, completed in ANNAMALAI UNIVERSITY.
* DCS from APTECH at 1996-1997
* BBL-2016-2019 Completed in ANNAMALAI UNIVERSITY.
* CERTIFICATE Course in DIGITAL MARKETING –FUTURE SOLUTIONS-JAN 2020 to MARCH 2020

**COMPUTER SKILLS:**

Language : ‘C’

Package : Tally and Ms Office

Operating Systems : Dos 6.22, Windows

**EXPERIENCE SUMMARY:**

1. **4 Years and 2 Months Worked as a Senior Marketing in Import Fitness Equipments and Sports Company.**
2. **2 Years and 9 Months worked as Branch Manager in Managerial Training firm.**
3. **5Years 8months in Management Education field Handled: Campus Placements (Corporate Relations),Arranging Internship, Project work. Training –Soft skills. Business Development: Student Admissions, Handling Marketing team , Planning and implementing ,coordinating, To achieve the Business Target.**
4. **2 Years 2 Months Worked as a Asst.Manager in IT Training and Development Company.**
5. **2 years worked as a Recruitment Executive in a Recruitment Firm Handled BD, Head Hunting, Job Posting, Screening Short listing(Cold Calling).**
6. **7Years 6months in HR (Generalist) And Admin Field, 4years in Customer Care And Admin Field.**

**Job Profile: Job Profile:**

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* **1.The Falcon( This company Dealing with Fitness Equipments and Indoor and out door games)-As Business Development And Admin In charge(4-11-2015 to 1-2-2020)**

**1.Business Development Activities:**

a. To interacting with Existing clients( Builders and Developers And Architure Firm )

make a cold calls and make visits for the purpose of finding the new requirements .

b.To make call and make appropriate visits for New clients and finding the requirements and informing to back office team sending softcopy of our products and make appropriate follow-ups .

c. Handling the team of telesales and servicing team

d.To make finding the client through social media networks

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2.**Admin Functions:**

a.Maintenance of office Stationery.

b. Maintenance the Database of all the Service providers like Courier,

c.Telephone,Banking and Internet .

d. Maintenance of office Space management.

e. Maintenance of office environment .

f.Maintenance of office systems .

g. Maintenance of office machines .

h. Management of all office Records .

* + **2. SCHOOL FOR PRACTICAL M B A – As a Branch Manager. ( 5-01-2013 to 28-10-2015)**

1. **Handling Branch as a Profit entre successfully.**
2. **To Interacting with Corporate (IT, Non IT Sector Public Sector ( Navartana Companies, Miniratna Companies.) To Promote Training Programmes**
3. **Handling Admin Department.**

* + **3. AGBS( Amity Global Business School) - 18-4-2011 to 31-12-2012. As a Placement and Training Officer :**

1. **Placement & Training :**

* **To look after the training and placement activities of students.**
* **To have close liaison with industry for placement of students**
* **To work in consultation with Coordinator Industry‐Institute Interaction for organizing lectures from the professionals from industry.**
* **To collect feedback from the companies coming for placement.**
* **Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.**
* **To organize the entrepreneurship workshops.**

1. **Marketing (Student Admission):**

* **To conducting road shows, participating in educational to put a stall and doing promotional activities.**
* **To interact colleges and giving promotion and carrier presentation for final year student ( Data collection)**
* **Passing add , Poll adds, brushes in news paper insert.**
* **Attending the quires of admission and try to convert the student.**
* **Effective follow up, handling the team of marketing , counseling .**
* **Sourcing the candidates in different ways ( To advertising news paper , internet ( free advertisement portals), and approaching corporate peoples for weekend management programmes.**
* **To making group discussion, and planning to archive a maximum profit in minimum period.**
* **To Appointing Educational Consultant, to raise the Admission.**

**4.The NIS ACADEMY- Dec 15th 2008 to 10-4-2011 Business and Development And Corporate Relation Manager (Admission, administration ,Campus placement)**

**Responsibilities:**

* **To conducting road shows, participating in educational to put a stall and doing promotional activities.**
* **To interact colleges and giving promotion and carrier presentation for final year student ( Data collection)**
* **Passing add , Poll adds, brushes in news paper insert.**
* **Attending the quires of admission and try to convert the student.**
* **Effective follow up, handling the team of marketing, counseling .**
* **Sourcing the candidates in different ways (To advertising news paper , internet, free advertisement portals), and approaching corporate peoples for weekend management programmes.**
* **To making group discussion, and planning to archive a maximum profit in minimum period.**
* **Handling general admin functions.**

**5. Bangalore School of Business-Bangalore. From 2008 Feb. 5th to 14-12-08Assistant Manager Corporate Relations and Business Development.**

**Responsibilities**

* + **Arranging placements for students**
  + **Interact with corporate to inviting campus placements.**
  + **Profiles sending to corporate and follows**
  + **Assisting to GD/PI, for admissions of new candidates.**
  + **After GD/PI follow-up of the converting as students**
  + **Co-coordinating- business development team (teli-callers, marketing executives). and placement team( placement officers, Executive)**

**6. RVE Technologies-Bangalore**

**Assistant Manager (HR-Recruitment) from10thJune 2006 to 31-1-08**

**Responsibilities**

* **Arranging placements for internal candidates.**
* **Interact with corporates to develop the Business for campus recruitment.**
* **Scheduling the interviews, follow ups of short listed and selected candidates.**
* **Handling General administration and facility management.**
* **Handled of Employee Appraisal.**

**7. Spidernet HR Solutions-Bangalore**

**Placement executive-from 2ndMay 2004 to9th June 2006**

**Responsibilities**:

* Head hunting, arranging interviews, counseling, screening, short listing the candidates, conducting registration of candidates, office administration (Non –IT ,IT, Technical Recruitment) & Business development.
* Handling IT and Non IT recruitments.
* Hands on experience in job Portals. (Naukri/Monster).
* Understanding the client requirement and specifications.
* To handle end to end recruitment & selection activities (Sourcing, screening, coordinating, organizing initial interviews till final interviews) follow-ups etc till the candidate is placed.
* Co-ordinate with both clients (HR Manager) and candidates for the further rounds of interviews.
* Taking client feedback of the interviews conducted and keeps candidates updated on the same.
* Follow up with offered candidates till they go and join the client company.
* Taking initial HR Interviews
* Maintaining recruitment related reports like Daily, Weekly & Monthly reports.
* Confirm Date of Joining & Handling the joining formalities and briefing of new Joiners.
* Following up with the candidate till he/she comes on board
* Candidates Reference Check
* Database Management
* Handling the employee data.
* Updating their recent changes in their designation, skill set and compensation.

**Business Development Activities :**

* Explore & generate new business opportunities
* Making cold calls & sending company profile for acquisition of new clients
* Meeting the respective company HR’s and gathering hiring requirements and finalizing the to generating the business.
* Sharing the requirements with recruitment team and coordinating for the profiles.
* Single point of contact for Client and Recruitment team.
* Maintaining good rapport with the existing clients and generating new clients.

**8. Ideal solutions-Bangalore**

**HR Executive - 4th April 2001 to15th April 2004**

**Responsibilities:**

* Handling statutory returns of employees such as PF, ESI etc., and Attendance, payroll, training and development, Recruitment -including selection, placement and induction, Employees appraisal, Maintance of discipline. General administration. Handled facility management.

**9. Metal Impacts Ltd -Bangalore**

**HR and Administrative Assistant-1stJune 1998 to 6thFebruary 2001**

**Responsibilities**:

* I was attending to quires of local as well as foreign clients(Handled front office) Maintaining records of servicing, ESI, PF entries and day to day attendance(Time office work) and General administration(Records and files management).Handled Facility management (House keeping, Maintance of Electronic and office equipments).To Co-ordinate to Recruitment, Payroll, Employee Appraisal, Employee Disciplinary.

**10. Team United Express Couriers**

**Administration cum Customer service executive 6-6-1994 to31-6--1998**

**Responsibilities**

* Day today administration, attending customer complaints and solving the complaints with the seniors and satisfying the customer. Market developing.

**PERSONEL DETAILS:**

Date of Birth : 23-12-1970

Sex : Male

Father’s Name : DR. R.BALAJI RAO (Late)

# Languages known

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Speak : English/Hindi/Tamil/Kannada/Marathi,Telugu

Read : English/Tamil

Write : English/ Tamil

Hobbies : Reading Books, Writing Stories in Tamil,

Doing yoga and meditation

(Worked as Proof reader (Tamil) for the project of MICROSOFT spell checker at SONATA SOFTWARE LTD. Bangalore for 1 year)

Adhar card : 5165246667416

References : 1. Moshin Khan (Technician-Zelex fitness)-9739988507,

2.Arnest Raju-7975002073( Raj Fitness)

Place: Bangalore.  **B.MADESH WARA SRINIVASAN**