



**Kumuda Gowda**

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#### **SUMMARY:**

- HR Professional with around 10+ years of work experience in **TA & HR** with an exposure of both Consulting and Corporate Industry.
- Expertise in understanding the Business needs, verticals and making an action plan to service the same.
- Actively involved in Manpower Planning, Recruitment & Selection of Employees.
- Actively involved in end to end HR Operations and handling client accounts.
- Responsibilities included extensive interaction with various client accounts and assuring hiring quality standards are maintained as per business unit's requirements.
- Well organized with a track record that demonstrates self- motivation, creativity, and initiative to achieve result oriented goals.

#### **SPECIALITIES:**

- Planning and Executing End-End Recruitment Strategy
- Account Management and Client Engagement
- Delivery Management
- Team Management
- Revenue Generation
- HR Operations
- Training
- Performance Management
- Employee Engagement

#### **PROFESSIONAL EXPERIENCE:**

##### **Canopus GBS Pvt Ltd**

##### **HR Manager - Operations**

**Mar 2023 - Aug 2023**

##### **Job Responsibilities:**

- Involved in end to end HR Operations including On-boarding, Appraisal discussions, Exit Interviews and etc.
- Managed client accounts, client engagement, generating SOW & quotes, fulfilling client requirements.
- Involved in Compliance and ISO Audit
- Handled Policies and Portals.
- Maintaining Weekly & Monthly Reports.

##### **G-SAT International Pvt. Ltd**

##### **HR Manager - Recruitment & Operations**

**Jan 2020 – July 2023**

##### **Job Responsibilities:**

- Managed Talent Acquisition process including Sourcing, Interviewing, Hiring and On-boarding.
- Worked on roles like job descriptions up-to-date, accurate and compliant with company policies for all the positions.
- Involved in rating and updating compensation strategy through market analysis and pay surveys
- Handled Investigation and Resolution of employee issues concerns and conflicts
- Ensured all employment practices with state and local regulations.

##### **Adikarah Tech Pvt Ltd**

**Nov 2015 – Jan 2020**

## **HR Lead - Recruitment & Operations**

### **Job Responsibilities:**

- End to end recruitment across all levels, strategic sourcing, online research.
- Involved in Requirement generation followed with sourcing, pre-screening and conducting interviews.
- Talent search from various sources including portals, references, social media & job postings.
- Responsible for handling a team of recruiters. Assisting team members in understanding the requirement.

- Candidate Selection, offer negotiation, rolling out offers and follow up with team on joining to ensure smooth on-boarding
- Involved in On-boarding, Induction and Exit formalities.
- Initiating BGV process.
- Ensuring On-time Delivery on various requirements of all IT Panels.

#### **Alchemy Infotech, Bangalore**

##### **HR Consultant**

**Sep 2014 - Oct 2015**

##### **Job Responsibilities:**

- To effectively deliver against staffing requirements for Alchemy's various clients for both permanent and contract positions.
- Responsible for handling a team of recruiters. Assisting team members in understanding the requirement.
- Multiple Account Management/Delivery Management.
- Actively involved in manpower planning, Recruitment & Selection of Employees across all level.
- RPO Experience in Lowe's.
- Responsibilities included extensive interaction with clients/IT panels and assuring hiring quality standards are maintained as per business unit's requirements.
- Generating Reports EOD, Weekly, Monthly Reports.

**Clients: Lowe's ,EkaSoftware,Altran,Cyient,BLR Labs,Tessolve,Skandysys,Unisys,Techchefs and etc.**

#### **First Source Solutions, Bangalore**

##### **HR Coordinator**

**Oct 2012 – Oct 2013**

##### **Job Responsibilities:**

- Involved in Sourcing, Screening, Formatting, and placing candidates in suitable positions.
- Worked exclusively for drives and line up the candidates according to Internal Teams expectations and Coordinating Interviews at drives.
- Handling vendors independently, holding meetings, conference calls with technical panel for in-depth understanding of the requirement
- Ensuring timely follow ups with prospective vendors & candidates until they complete all the levels of interview.

#### **Source One Management, Bangalore**

##### **HR Executive**

**Jan 2012 - May 2012**

##### **Job Responsibilities:**

- Experience in interacting with Functional Head to analyze, plan, implement strategies based on the client requirement specifications.
- Thorough understanding of business needs and expectations.
- Identify prospective candidates according to skill set required for different requirements of various companies.
- Hands on experience in maintaining client and candidate management database.

**Clients: IBM, Accenture, HP (Contract Staffing)**

#### **EDUCATION AND CERTIFICATIONS:**

- **Bachelors in Electrical & Electronics Engineering (B.E.)**  
PES College Of Engineering, VTU
- **Pre University Course**  
Sadvidya Institute Of Education, Mysore
- **Xth**  
Sadvidya Institute Of Education, Mysore