Mobile Number: 8095344141

Email Id: sudhakar.rm18@gmail.com

Pan Card Number: ALZPT6431E

Passport No: J280844, Valid Till

2022, Whitefield - Bangalore.

Languages Known:

English, Hindi, Malayalam and Telugu

Personal Interest:

Playing Cricket
Making Short films and Cooking

HRMIS Reports:

Maintaining Necessary employee records

Maintaining Hiring reports

Maintaining Interview data bases

Maintaining Personal records of
all employees

Maintaining Employees master data base

Personal Details:
Date of Birth: 18.10.1985
Marital Status: Single

Sudhakar Thottathi
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Professional Summary:

Talent recruitment and acquisition professional with experience 7+ years in the industry Excellent knowledge of IT & NON-IT across levels & functions, experience in Industries like IT Software Service & Products, Educations(IB, CBSE & Universities) Healthcare, Clinical & Pharmacy, Hospitality, Insurances, Banking and Publications.

Which includes different types of recruitment model Job portals, Professional Networking, Job Fair, Social Media recruitment, Newspaper Ads and Magazines, Website, Campus recruitment, Direct Walk In, Recruitment agencies, internal employee referrals

Achievements:
Multiple appreciations from the Founders / CEOs past company's
Consistently maintaining excellent joining ratio
Top Performer in past 3 companies

Education:
Master's in Business Administration, 2008-2010
Majored in Human Resource
St. Mary's Group - Acharya Nagarjuna University
Passed with First Division

Bachelor of Commerce, 2005-2008
Majored in Commerce
St. Jones College, Acharya Nagarjuna University
Passed with First Division

Key Skills: Social Media Recruiting, Strong follow-up skills excellent negotiation skills, Hunter's Mentality, Patience in the work & Proper Management Skills

Exit formalities:
Conducting exit interview process for resigned, quit / terminated employees. Handling the F & F (Full & Final) process, collecting the ID cards, exit forms etc

Experience Details:

Bloomingdale & Nalanda (IB & CBSE)	May 2018 to APRIL 2019	VIJAYAWADA

Recruitment Manager: (Reports to Principal, Director and Chairman)
About Company: IB & CBSE SCHOOLS
Bloomingdale is an International Baccalaureate candidate school since 2016 and scheduled to complete authorization by Feb 2019.

- ➢ Receiving requests from the human resources department for new job availability
- ➢ Creating job postings and putting them up online on sites like GOHIRE
- ➢ Advertising job availability through online channels and other media
- ➢ Browsing social networking sites like LinkedIn for suitable job profiles with required skills. Attending job fairs and other events and searching for talent
- ➢ Communicating by phone, email, and in person with job candidates to figure out things like availability and hiring timelines
- ➢ Interviewing potential job candidates performing other assessments of job candidates' skills, such as by giving a written test or hiring for a trial period, etc
- ➢ Judging applicants based on knowledge, skills, abilities, and other characteristics reaching out to a number of applicants large enough to guarantee a more than satisfactory hire after interviewing
- ➢ Recruiting candidates within a preset timeframe for continued business productivity

On boarding Formalities:

- ➢ Completing joining formalities of new joiners, preparing & issuing appointment letter, Employment verification and Creating MCB Logins
- ➢ Conducting induction program, issuing ID card, Coordinate in providing Internal training if necessary, Maintaining Original documents of teachers and Non Academic staff.

Responsible for generating various reports i.e. Daily Line Ups trackers, weekly dashboards, joining report monthly and share with HR Manager, Principal, Director and Chairman

K12 Techno Service Pvt Ltd	SEP 2017 to APRIL 2018	BANGALORE

Recruitment Manager: (Reports to Operations & HR – Head, Business Head)
Team Size: Responsible to handle a team of (2 Assistant Managers, 3 Recruiters, 1 MIS Executive)
About Company:
K12 is a management service company providing education support and solutions like academic support, study material, student and career counseling, IIT training, uniforms, transport support, school property management, technology and admin solution, recruitments ,payroll, infrastructure etc. for Orchids-The International School..
Recruitment & Selection:

- ➢ Sourcing and screening the most relevant resumes based on the company requirements using different portals and references, Hands on experience in Head hunting
- ➢ Understanding the requirement & job responsibilities (Academic and Non Academic Recruitment)
- ➢ Distributing branch wise open positions among the recruiters
- ➢ Consolidation of Recruiter database calling report
- ➢ Using LinkedIn and other professional network to source resumes

- ➢ Managing Resumes Database and building network
- ➢ Validating the resumes by speaking to candidates and gathering more information
- ➢ Coordinating for interview scheduling
- ➢ Maintaining good inter-personal relationship with the company and candidates
- ➢ Rolling out offer letters, Follow up with the candidates till they join our company.

On boarding Formalities:

- ➢ Completing joining formalities of new joiners, preparing & issuing appointment letter, Employment verification
- ➢ Conducting induction program, Generation of ERP Code issuing ID card, Coordinate in providing Internal training if necessary, Maintaining Original documents of teachers

Campus Placements:
Coordinating with the prospective college like BEd, MEd, BA & MA English, IIT & IIM for interview date and schedule of events. Organizing Pan India Campus Placement Drives

Responsible for generating various reports i.e. Daily Line Ups trackers, weekly dashboards, joining report monthly and share with Operations & HR – Head, Business Head.

TRS, T2, ICL & TELERAD RXDX	JULY 2016 to SEP2017	BANGALORE

Recruitment Specialist (Reports to Senior HR Manager, VP- HR, Managing Director, CEO)
About Company:
Teleradiology Solutions (**TRS**) was founded in 2002. Teleradiology services (i.e. CT, MRI, X-ray, Ultrasound, Nuclear medicine) to over 150 hospitals in 20 countries globally including the United States, Singapore

Image Core Lab: Integrated Image management Solutions for every phase of your clinical trial that will optimize your costs & offer best in class Image Core Labs solutions. Clinical trial of pharmaceutical, biotechnology or medical device product, we are one stop solution for all your needs.

Telerad Tech: Telerad Tech has the best mix of domain understanding and technology process to implement technology solutions to solve the radiology workflow problems. The products are developed, tested and piloted in the radiology eco-system and hence equipped with providing the most efficient, radiologist friendly work-flow.

Telerad RxDx: We deliver high quality pre-hospital medical care in a patient friendly, cost effective manner using innovative spaces & technology Open 24×7

Responsibilities:
- ➢ Managing end-to-end Recruitment within defined TAT from Mid to higher level roles for PAN India & Abroad for Telerad Group for four entities.
- ➢ Collaborating with Business leaders to understand the Business strategy and Talent needs.
- ➢ Interacting with stakeholders regularly to discuss recruitment status and potential roles for the near future.

- Sourcing and screening the candidates at the initial stages to evaluate the Profile fitment.
- Negotiating on the terms and conditions of employment to release offers to the selected candidates
- Sourcing the resumes from multiple Recruitment Channels i.e Job Portals, Social Media, Campus Placement, C2H,Employee Referrals, Recruitment Drive, Re-Hiring Policy etc.
- Adopted a cost-effective method of Hiring with proper Source Mix.
- Repo building with Internal and External stakeholders to increase Conversion ratio and to enable placing the best talent within the organization.
- Ensure Good Interview to Joining Ratio.
- Maintained a healthy pipeline of CVs for niche skills sets.
- Hold weekly Reviews with Strategic Meeting with stakeholders and share hiring Review the position job description, the candidate profile and salary/level benchmarks coordinate with the stakeholders for the clarity of Requirement.
- Conducting HR round of Interview and Coordinating for Technical interview Discuss with Sr. HR Manager and stakeholders.
- Salary Fitments, offer negotiations and follow up with candidates till joins the organization
- New joinee details and Sending Pay data inputs to finance and HR Payroll team. To meet the target numbers of hiring within the target timeline of 60 days.
- Email will send IT Dept in advance for creating Telrad I.D for new joinee, Get the person's work place allotted and then tell the IT for setting up system etc. Inform them for orienting him about the same on day of joining.
- Creating Training Calendars for all new joinees to the organization.

Responsible for generating various reports i.e. Daily trackers, weekly dashboards, joining report Monthly and share with - VP- Head, CEO and MD.

LITTLE ITALY GROUP OF RESTAURANTS	**OCT 2014 to MARCH 2016**	**PUNE**

Manager - Recruitment (Reports to MD, CEO, GM – HR & NOH)
About Company:
Little Italy Group of Restaurants is Italian food restaurant chain Group; serving Italian food in more than 36 Outlets for Entire Pan India & Abroad Business Vertical while leading 2 members Team
Responsibilities:
- Work closely with the CEO, GM - HR, National Operations Head to understand and prioritize the open requirements. Manage the complete end to end process recruitment lifecycle for manpower for corporate office, operations team, service team, kitchen team & etc.
- Understand and work on the resource requirements of the organization and fulfill them through various sources like job portals, references, headhunting, social networking sites, walk-ins, Hotel Management College, Diploma Colleges & NGOs etc.
- Responsible for preparation of Fitments /Salary Negotiations / Conducting reference checks for potential candidates / Appointment / Confirmation / Transfer/ Promotion/ Resignation Acceptance / experience Letters for regular Employees. Execute & facilitate Training & Induction process.
- Responsible for generating various reports i.e. Daily trackers, weekly dashboards, joining report Monthly and share with National Operation Head, GM- HR, & CEO Arranging accommodations,

- ➤ Pantry management, Regular check for the discipline maintained for cleanliness and housekeeping
- ➤ Co-ordinate with Bank for Salary A/c opening on time
- ➤ Staff Accommodation, Vehicle Management, and Office stationary
- ➤ Co-ordinate with employee for distribution ID Card
- ➤ Security management
- ➤ Providing first aid facilities to worker at site
- ➤ Spot checking of Contractors workers and Security Guards at outlets
- ➤ Maintain cleanliness & hygiene in office

INDIAN KNOWLEDGE CORPORATION	OCT 2012 to OCT 2014	PUNE

Assistant Manager - Recruitment (Reports to Managing Director and CEO)
About Company:
IKC offers Technical Collaboration to different universities, government / state bodies etc. Technical Collaboration with the universities and institutes
Clients: Minister of education.
Responsibilities:
- ➤ Hiring the right set of people at both entry and Management levels across Maharashtra & Delhi requirements for placement at various IKC locations in India for functions such as IT software Service, Educational, and Publications
- ➤ Maintaining good relations with the government and academic institutions
- ➤ Developing a proper understanding of the specifications for the manpower requisition raised various departments from different verticals & ensures the quality standards of recruitment
- ➤ Developed recruitment procedures to recruit, Teachers, Professors, HODs, Vice Principals, Principals, Directors, exam controller for Rashtrabhasha Prachar Samiti Gyan Mandal & Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
- ➤ Successfully recruited for **IT software** professionals like C2H, .Net Developers, Java Developers, Application Support Engineer, Test Engineer, Web Developers, UI/UX Developers, Graphic Designers, System Architect, Project Manager, Database Administrator, Linux Administrator, Hardware & Networking Engineers, Content Managers, Sales Managers, Customer Relationship Managers, Project Manager, Business Analyst, Business Process Reengineer, Software Architects & etc.
- ➤ Successfully recruited for Publication **professionals** like Content Developer, Copy Editors, Graphic Designer, Proofreader, Creative Experts and Marketing

ATS SERVICES	MAY 2011 to SEP 2012	BANGALORE

Recruiter – HR (Reports to Team Leader - Recruitment).
Responsibilities:
- ➤ End to end recruitment: Sourcing, Staffing, scoping and on boarding candidates.
- ➤ Primarily working for positions in Top IT & Non IT companies on pan India basis.
- ➤ Sourcing of candidates via internet postings, networking, headhunting and internal Database
- ➤ Conducting preliminary Interviews, telephonic Interviews and shortlisting candidates
- ➤ Continuous Coordination with the Clients for offers and negotiations