

Madhusudhan Pula

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Professional Summary

Enthusiastic and detail-oriented Human Resources Executive with 1 year of hands-on experience in recruitment, employee onboarding, HR operations, and employee engagement. Proven ability to support HR initiatives and maintain employee satisfaction while ensuring compliance with HIR policies and best practices.



Experience

Genius Consultants Limited

06/2024 - Present

HR Assistant

- Coordinated end-to-end recruitment for entry- and mid-level role's(screening, scheduling interviews, follow-ups).
- Managed employee onboarding process, documentation, and induction sessions.
- Assisted in maintaining HRMS data, employee records, and leave management.
- Supported performance review cycles and employee feedback mechanisms.
- Helped organise employee engagement activities and internal communication.
- Ensured compliance with labor laws and HR policies.

Nandi Pipes

08/2023 - 09/2023

Internship

- Improved internship experience by efficiently managing assigned tasks and meeting deadlines.
 - Gained practical experience in various aspects of the field, applying academic knowledge to real-world situations.
 - Developed professional skills through hands-on experiences, including time management and
- SBIN



Education

Rayalaseema University - Kurnool, India

2023

MBA / PGDM Specialization in HR Finance

Rayalaseema Institute of Excellence - Kurnool, India

2020

Bachelor of Science : BSC

Rayalaseema University - Kurnool, India

2017

Inter



Skills

- Recruitment & Talent Acquisition
- HRMS & Payroll Support
- Performance Management
- Onboarding & Offboarding
- Employee Engagement
- Microsoft Office Suite (Word, Excel, Power Point)
- Strong communication & Interpersonal skills



Languages

- English
- Hindi
- Telugu