

Sri Madhu Kamesh Palada

HR Operations | HR Technology | People & Data Analytics | International Education Services

+91 949 030 1223| kameshpalada1@gmail.com | LinkedIn

Visakhapatnam, Andhra Pradesh

PROFESSIONAL SUMMARY

Experienced HR, Administration, and Operations Professional with 15+ years of diverse experience across HR Operations, Payroll Administration, Government Administration, Employee Records Management, and International Education Services. Proven expertise in payroll processing, HR documentation, stakeholder management, compliance support, reporting, administrative operations, and process coordination. Experienced in working with senior leadership, managing documentation-intensive environments, and supporting organizational objectives through effective people, process, and data management. Currently enhancing expertise in HR Technology, People Analytics, Power BI, and AI-driven business solutions with demonstrated experience in process automation, CRM development, and international admissions operations.

CORE COMPETENCIES

HR & Operations	Analytics & Technology	International Education Services	Business & Leadership
• HR Operations	• HR Analytics	• University Relations	• Process Improvement
• Payroll Administration	• People Analytics	• International Admissions	• Strategic Planning
• Employee Lifecycle Management	• Power BI	• Student Documentation Management	• Cross-Cultural Communication
• Employee Relations	• Data Analysis & Visualization	• Visa Guidance and Process	• Stakeholder Management
• Talent Acquisition & Onboarding	• HR Technology		• Team Coordination
• HR Compliance & Documentation	• Generative AI & Prompt Engineering		• CRM Development & Management
• HR Policy Development			

TECHNICAL SKILLS

Advanced Microsoft Office
Excel VBA Development
Microsoft Power BI
Data Analysis & Visualization
Google Apps Script Automation
CRM Development & Management
Dashboard Development
Workflow Automation
ChatGPT & Generative AI Appl's
Prompt Engineering

EXPERIENCE

Manager
IFS Consultancy Pvt Ltd.,
Jul 2023 – Present

Highlights

- Led end-to-end international admissions operations across multiple study destinations.
- Designed and implemented CRM-based workflows and automation solutions to improve process efficiency, visibility, and service delivery.
- Managed university partner relationships, coordinating admissions, documentation, and enrolment activities.
- Developed operational manuals, SOPs, and training documentation for counselling, admissions, and student support teams.
- Oversaw student documentation management, visa guidance, offer processing, and destination-specific compliance requirements.
- Reported operational metrics, application pipeline status, and team performance to senior leadership.
- Recognized as Best Employee of the Month (3 times) by the CEO for outstanding performance and contribution.

Backend Process Executive
IFS Consultancy Pvt Ltd.,
Jun 2022 – Jun 2023

Highlights

- Processed and tracked student applications across multiple international study destinations.
- Administered student information systems and maintained digital records with high accuracy and confidentiality.
- Implemented process improvements that reduced document turnaround time and minimized errors.
- Coordinated with counsellors, universities, and students to resolve documentation queries and support enrolment outcomes.
- Supported cross-border admissions operations covering major study destinations.

Typist cum Junior Assistant (through outsourcing agency)
Backward Classes Welfare Corporation and Kapu Welfare Corporation, Government of Andhra Pradesh
Nov 2013 – Feb 2022

Highlights

- Served as Personal Assistant to the Executive Director, managing correspondence, scheduling, and confidential documentation.
- Administered payroll processing and maintained employee records and HR documentation.
- Drafted official correspondence and MIS reports for district and state authorities.
- Supported implementation and monitoring of welfare schemes across 56 mandals.
- Coordinated data management and reporting for district-level and state-level submissions.
- Provided workforce representation as State President of BC Corporation Outsourcing Employees.

Executive – Human Resource and Administration
Brandix Apparel India Pvt Ltd.,
Apr 2009 – Aug 2010

Highlights

- Supported HR operations and workforce administration for a manufacturing workforce of over 6,000 employees, ensuring efficient delivery of payroll, attendance, leave, and employee administration processes.
- Managed employee master data, personnel records, attendance, leave administration, and payroll inputs, maintaining high standards of accuracy, confidentiality, and data integrity.
- Administered statutory compliance processes including PF, ESI, employee documentation, and regulatory record maintenance in accordance with applicable labor requirements.
- Coordinated employee onboarding, documentation verification, employee records management, and workforce administration throughout the employee lifecycle.
- Developed Excel-based payroll and employee information tracking systems that improved reporting efficiency, data accuracy, and process control.
- Prepared workforce, payroll, attendance, compliance, and management reports to support operational planning and decision-making.
- Supported internal and external compliance audits through effective documentation management, statutory record maintenance, and timely audit support.
- Collaborated with HR, Finance, and Operations teams to ensure seamless workforce administration, compliance adherence, and employee service delivery.
- Built a strong foundation in HR operations, compliance management, employee data governance, workforce reporting, and process improvement.

OTHER EMPLOYMENT

Junior Administrative Officer |Indo American Institutions **Dec 2010 – Jul 2012**

- ✓ Managed academic administration, student records, institutional correspondence, and reporting activities.

Junior Executive – HR & Admin | Brandix Apparel India Pvt Ltd., **Apr 2009 – Jun 2009**

- ✓ Supported payroll inputs, employee documentation, attendance administration, and HR operations.

Recorder – HR & Admin | Brandix Apparel India Pvt Ltd., **Aug 2008 – Mar 2009**

- ✓ Maintained employee records, attendance registers, and workforce documentation.

HONORS, AWARDS, LEADERSHIP & ACADEMIC CONTRIBUTIONS

- Certificate of Merit awarded by the District Collector & District Magistrate, Visakhapatnam, in recognition of meritorious service and exemplary devotion to duty.
- Best Employee of the Month (3 Times) – Recognized by the Chief Executive Officer (CEO), IFS Consultancy Pvt. Ltd., for outstanding performance, commitment, & contribution to organizational objectives.
- Appointed State President representing BC Corporation Outsourcing Employees, providing leadership and workforce representation.
- National Service Scheme (NSS) Volunteer, recognized for participation in community service and social development initiatives.
- Conducted practical laboratory sessions for B.Sc. Computer Science students while pursuing undergraduate studies.

PROFESSIONAL CREDENTIALS

- **Associate Professional in Human Resources – International (aPHRi®) | HRCI**
- **People Analytics with AI: Data-Driven HR Strategies Specialization | Coursera**
- **Microsoft Power BI Data Analyst Professional Certificate | Microsoft & Coursera**

PROFESSIONAL DEVELOPMENT

HR Operations & Talent Management

- Certified Labour Law Professional – *Currently Pursuing*
- Foundations of HR Operations
- Talent Acquisition and Onboarding
- Employee Relations, Safety and Compliance
- Total Rewards and Employee Development
- Strategic HRM: Talent, Performance and Compensation Design
- Human Capital: Strategic HR and Managing Talent

People Analytics & Business Intelligence

- Data Analysis and Visualization with Power BI
- Data Modeling in Power BI
- ETL (Extract, Transform and Load) in Power BI
- Analytics Application and Insight
- Data Foundations and Methods

AI, Technology & Business Consulting

- Prompt Engineering for ChatGPT
- ChatGPT Advanced Data Analysis
- Communication and Consulting
- Stakeholder and Strategic Alignment
- Technology and Project Enablement

INTERNATIONAL EDUCATION & ADMISSIONS EXPERTISE

- British Council Education Counsellor Training completed with digital badge recognition.
- Completed ICEF Academy destination training programs covering the United Kingdom, United States, Canada, Australia, Germany, France, and Ireland.
- Managed end-to-end international student admissions, application processing, and enrolment operations across multiple study destinations.
- Led admissions operations, overseeing student applications, documentation management, university communications, offer processing, and stakeholder engagement.
- Designed and implemented CRM-based workflows, operational tracking systems, and automation solutions that improved process efficiency, visibility, and service delivery.
- Developed training manuals, Standard Operating Procedures (SOPs), operational policies, and process documentation for admissions, counselling, and student support teams.
- Demonstrated expertise in international admissions requirements, university entry criteria, application procedures, and student documentation management.

DESTINATION EXPERTISE

- GERMANY – APS Certification, Uni-Assist Applications, VPD Evaluation, Public University Admissions and Student Visa Processes
- FRANCE – Campus France Procedures, Études en France Applications, University Admissions and Student Visa Processes
- UNITED KINGDOM – UCAS Applications, CAS Management, Student Route Visa Processes, University Admissions and Compliance Requirements
- UNITED STATES – Undergraduate & Graduate Admissions, F-1 Visa Documentation, I-20 Processes, Financial Documentation and Application Management
- DENMARK – University Admissions, Documentation Requirements and Student Visa Processes
- SWEDEN – University Admissions, Residence Permit Documentation and Student Visa Processes
- CANADA – SDS & Non-SDS Applications, Provincial Admission Requirements, Study Permit Documentation and Compliance Processes
- AUSTRALIA – University Admissions, Genuine Student (GS) Requirements, Student Visa Documentation and Compliance Processes
- IRELAND – University Admissions, Documentation Review and Student Visa Processes

EDUCATION

Master of Business Administration | Andhra University

Bachelor of Science | Andhra University

LANGUAGES

English	– Professional Working Proficiency
Telugu	– Native Proficiency
Hindi	– Working Knowledge