

# PANKAJ PHULLERA

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## PROFILE SUMMARY

Talent acquisition executive with a track record of delivering quality results under aggressive schedules. Attention to detail and collaboration to achieve process improvements concurrent with immediate deliverables. Dedicated to achieving technical expertise, organizational effectiveness and exceptional customer experiences.

## SKILLS

MS Excel	Client Handling
Stakeholder management	C2H
Negotiation Skills	Sourcing

## WORK EXPERIENCE

### HCL Technologies, Noida

#### Talent Acquisition Executive [Hybrid]

11/2021 – 10/2024

- Handling position of multiple domain such as Aerospace & Defence, Automotive, Industrial, Semiconductor, consumer electronics & Appliances, and HVAC Industry.
- Sourcing candidates through empaneled agencies / vendors, job portals, LinkedIn, Employee referrals, direct sourcing / hands-on recruitment.
- Vendor management.
- End to end recruitment, full life cycle recruiting in high volume, large corporate environments.
- Sourcing, screening, processing & on boarding.
- Handling multiple customers of different domain.
- Collaborate with hiring managers.
- Interaction with multiple stakeholders (with Delivery/project team, vendor to discuss on open requirements).
- Keeping track of all positions on Excel (making report).
- Discussing with candidate on remuneration / compensation and other benefits & relocation related details.
- Weekly status calls with delivery / technical team on all open requirements.

### Quess Corporation [Remote]

#### Trainee Recruiter

08/2021 – 11/2021

- Collaborated with hiring managers to understand job requirements and expectations.
- Job posting on job boards, evaluated applicants resume.
- Evaluated strengths and weakness of candidates through effective screening processes.
- Coordinated schedules to arrange interviews with applicants.

## EDUCATION

- **Master of Business Administration [Human Resources & Marketing]** 07/2019 – 05/2021  
Manipal University Jaipur
- **Bsc. in Hospitality and Hotel Administration** 07/2016 – 04/2019  
The Lalit Suri Hospitality School