

Pankaj Rawat

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Summary

Experienced US Recruiter with a proven track record in sourcing and placing professionals for US-based clients. Demonstrated expertise in managing end-to-end recruitment processes, specializing in IT, non-IT, IT, and business professionals requirements. Proficient in utilizing ATS tools such as JobDiva, as well as VMS platforms like Beeline. Adept at leveraging major job portals including Monster, Indeed, CareerBuilder, Dice, and ZipRecruiter for efficient candidate sourcing. Strong client relationship management skills with a focus on understanding staffing needs and matching candidates to specific job requirements. In-depth knowledge of US visas, tax terms, and geographical preferences.

Key Skills

- Recruited IT and non-IT professionals for US-based clients.
- Proficient in sourcing and screening talent for diverse roles.
- Managed end-to-end recruitment processes, with hands-on experience using job portals such as Monster, Indeed, CareerBuilder, and ZipRecruiter.
- Applied advanced Boolean search techniques for candidate sourcing.
- Expertise in ATS tools (JobDiva, CEIPAL) and VMS platforms (Beeline).
- Good knowledge of US visas, tax terms, and geographical preferences.
- Proficient with Microsoft Office Suite and Google Suite.
- Basic Knowledge of Finance and Accounting.

Education

- **Bachelor of Computer Applications (BCA)**
Institute Of Management Studies, Noida
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Professional Experience

- **TalentBurst, Inc 5000 Company, Gurugram, India** Jun 2024 - Dec 2024
Associate Technical Recruiter
 - Recruited professionals across diverse IT and Non - IT sectors for a variety of US-based clients.
 - Partnered with prestigious organizations, including Apple, VISA, Amazon, Insight Information and Technology, and among others.
 - Specialized in recruiting for IT and non - IT requirements like Developers, Software engineer, Data Engineer and business professionals requirements.
 - Focused on sourcing and placing top-tier candidates for allied roles.
 - Acquired hands-on experience with Applicant Tracking Systems (ATS), notably JobDiva.
 - Utilized leading online job boards like Monster, Indeed, CareerBuilder, Dice, and ZipRecruiter to source candidates.
 - Managed the full recruitment lifecycle, from posting job openings to overseeing candidate onboarding.
- **Long Finch Technologies(Veriipro), Noida, Uttar Pradesh** Dec 2023 - May 2024
US Recruiter
 - Responded promptly and professionally to candidates' inquiries via various channels

(phone, email, chat, and social media).

- Resolved candidates' issues efficiently and ensured customer satisfaction.
- Identified and escalated priority issues to the appropriate departments or supervisors.
- Provided product information, troubleshooting assistance, and guidance to candidates.
- Maintained accurate records of candidates.
- Collaborated with other team members to ensure a seamless product experience.
- Continuously sought opportunities to improve product support processes.