

LIPSA PANDA

TALENT ACQUISITION SPECIALIST



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SUMMARY

Dedicated Talent Acquisition Specialist with 4.6 years of experience in the IT industry, specializing in complex sourcing techniques including Boolean search and X-Ray search. Proven ability to manage end-to-end recruitment processes while building strong partnerships with hiring managers and delivering an exceptional candidate experience. Skilled in attracting diverse talent, optimizing hiring strategies, and supporting organizational growth. Seeking to contribute to a dynamic organization that values innovation, collaboration, and strategic workforce planning.

WORK EXPERIENCE

CAPGEMINI TECHNOLOGY SERVICES INDIA

Feb 2025 - Present

TALENT ACQUISITION SPECIALIST

- Collaborated with hiring managers and clients to understand job requirements, including technical and functional needs, and translated them into clear job descriptions.
- Identified key skills, qualifications, and experience required for various IT roles such as developers, engineers, system administrators, and cybersecurity specialists.
- Sourced candidates through LinkedIn, Naukri, Shine.com, Google, and internal databases using Boolean search, social media, and networking techniques.
- Screened resumes and conducted initial calls to evaluate candidates' technical skills, experience, and suitability, and shortlisted qualified profiles.
- Maintained regular communication with candidates, provided updates and feedback, and managed offer negotiations including salary discussions.
- Managed candidate pipelines using ATS, ensuring accurate records and maintaining a strong talent pool for current and future hiring needs.

ZELUS INDIA STAFFING ORGANISATION

Feb 2023 - Jan 2025

TALENT ACQUISITION SPECIALIST

- Managed the end-to-end recruitment lifecycle, from requirement gathering to onboarding, for Junior, Middle, and Senior-level positions across IT roles.
- Conducted preliminary screening and shortlisted high-quality profiles based on job requirements and technical/behavioral fit.
- Assessed candidates' job stability, competencies, communication skills, interpersonal skills, confidence, and presentation through detailed telephonic screening.
- Scheduled interviews for shortlisted candidates and coordinated seamlessly with technical panels and HR teams for feedback and further evaluation.
- Maintained a structured and comprehensive candidate database to support efficient talent pipeline management.
- Posted job descriptions on various job portals and platforms, monitored performance, and optimized postings for better reach and results.
- Discussed, negotiated, and finalized compensation packages in alignment with company policies and candidate expectations.
- Handled documentation, background verification, pre-joining formalities, and onboarding processes to ensure a smooth candidate experience.

IT RECRUITER

- Gathered hiring requirements from the Recruitment Head and ensured clear understanding of role expectations and skill needs.
- Sourced suitable candidates through multiple job portals, including Naukri, Monster, Indeed, Shine, and other professional networks.
- Handled the full recruitment process, including screening for technical skills, attitude, qualifications, and professional competencies.
- Recruited candidates across all levels—Junior, Middle, and Senior—for various IT and non-IT roles.
- Managed hiring for different employment types, including Contract, Contract-to-Hire, and Permanent positions.
- Created and posted compelling job descriptions based on client requirements and monitored posting performance.
- Performed preliminary screening and shortlisted high-quality profiles that matched client expectations and role criteria.

CIEL HR SERVICE CONSULTANT**May 2021 - Mar 2022****IT CONSULTANT**

- Responsible for sourcing qualified candidates who applied through LinkedIn and other external job portals.
- Screened candidate profiles for various open positions and assessed suitability based on role requirements.
- Provided semi-voice process support and clarified role details to candidates as needed.
- Maintained and updated multiple candidate databases to ensure organized and efficient hiring workflows.
- Collaborated closely with recruiters and supported multiple roles by reviewing online applications and identifying top talent for further evaluation.
- Worked under strict deadlines and ensured timely delivery of shortlisted profiles for client requirements.
- Followed up with candidates consistently throughout the interview and selection process to ensure a smooth candidate experience.
- Partnered with line recruiters to directly source qualified candidates through various channels, including social media, job portals, and professional networks.
- Engaged passive candidates for niche roles across the Asset & Wealth Management domain.
- Provided written assessments and qualitative feedback for all screened candidates to support informed hiring decisions.

CORE SKILLS

- Recruitment
- Talent Acquisition
- Sourcing & Screening
- IT & Non-IT Hiring
- Head Hunting
- Bulk Hiring
- Analytical Thinking
- Adaptability
- Communication Skills
- Approaching & Negotiation Skills
- Full Recruitment Lifecycle
- Interview Coordination
- Offer Negotiation
- Onboarding Support

TECHNICAL & RECRUITMENT TOOLS

- Applicant Tracking Systems (ATS)
 - Vendor Management System (VMS)
 - Boolean & X-Ray Search
 - Workday
 - Zoho Recruit
 - MS Office
 - Advanced Recruitment Tools
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EDUCATION

●	Masters Of Business Administration (MBA) GANDHI INSTITUTE OF TECHNOLOGY AND ADVANCEMENT (GITA) Grade: 1 st Class	2019 - 2021
●	Bachelor of Commerce (B.Com) FAKIR MOHAN AUTONOMOUS COLLEGE Grade: 1 st Class	2016 - 2019
●	Intermediate BHADRAK JUNIOR COLLEGE, BHADRAK Grade: 1 st Class	2014 - 2016

ADDITIONAL INFORMATION

Certifications:

- Naukri Maestro Recruiter Certified
 - Training for Recruiters – Hiring Process
 - Improve Your People Management & Build Employee Engagement – Udemy
 - Generative AI for HR – Udemy
 - LinkedIn Recruiter: Boolean & X-Ray Sourcing for Hiring
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