

VIKASH PANDA

Recruiter — Talent Acquisition | Sourcing · Screening · End-to-End Coordination | Night-Shift Ready

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SUMMARY

Recruiter with hands-on experience in **candidate sourcing, screening, and end-to-end recruitment coordination** at SkillGigs, a **US-headquartered talent marketplace** — including **sourcing from job portals, internal databases, and LinkedIn**, and **multi-channel outreach via call, text, and email**. Built a consultative closing instinct running my own practice for 8 years: **sourcing enquiries, converting them into long-term commitments, and retaining 100+ relationships**. **Focused, competitive, and target-driven**, with strong communication skills, HubSpot CRM proficiency, and availability for **US-shift, work-from-office roles in Hyderabad**.

EXPERIENCE

SkillGigs — US Talent Marketplace (Healthcare & Technology)

Nov 2024 – Feb 2025

Marketplace Coordinator — Recruiting Operations (Remote)

Fast-scaling US startup

- **Sourced and screened candidates** (including RN and travel-nurse profiles for US contract roles) using **job portals, internal databases, and LinkedIn** against detailed job descriptions.
- Ran **multi-channel candidate outreach — call, text, and email** — applying focused screening questions to assess fit and **identify passive candidates** open to new opportunities.
- Managed **candidate relationships end-to-end** — first contact through onboarding — across **15+ concurrent client accounts**, building consultative, trust-based engagement throughout the cycle.
- Tracked pipelines in **HubSpot CRM and Excel/Google Sheets trackers**; flagged bottlenecks proactively and **cross-trained 3+ colleagues**, improving team efficiency by **30%**.
- **Collaborated closely with team members** on sourcing approach and follow-up strategy for each open position (**recruiting strategy, team player**).

Independent Tutoring Practice (Founder-Operator, Self-Employed)

Jun 2018 – Jun 2026

Ran the full client funnel solo — sourcing to retention

Cuttack / Hyderabad

- **Closed independently for 8 years**: converted parent enquiries into enrolments through consultative conversations, then **retained 100+ families** on results and trust — the same instinct recruiting needs from first call to offer acceptance.
- Managed **high-volume scheduling, follow-ups, and records** across 10–15 concurrent engagements with zero escalations — discipline, composure, and **confidentiality** under sustained pressure.
- Delivered a **95% success rate** (students scoring 85%+ in boards) through a **focused, competitive, outcome-driven** approach.

Kaustubh Medtech

Jun 2023 – Jul 2023

Web Development Intern

Hyderabad, Telangana

- Worked in an Agile team on responsive UI templates; technical grounding (B.Tech CSE) that helps in **IT/technical requirement understanding for tech hiring**.

SKILLS

Recruiting: Candidate Sourcing (Job Portals, LinkedIn, Internal Databases), Candidate Screening, Multi-Channel Outreach (Call, Text, Email), Passive Candidate Identification, End-to-End Recruitment Coordination, Interview Scheduling, Onboarding, Consultative Candidate Relationships, Pipeline & TAT Tracking, US Staffing Exposure

Technical Edge (for IT hiring): B.Tech CSE — understands Java, Python, SQL, web-stack terminology; reads technical JDs without translation help

Tools: HubSpot CRM, LinkedIn, Naukri, MS Excel & Google Sheets, Google Workspace, Microsoft Teams, MS Outlook

Core Strengths: Communication, Focused & Competitive Drive, Negotiation Basics, Time Management, Continuous Learning, Team Player

Languages: English (fluent — speak, read, write) · Hindi (fluent) · Odia (native)

EDUCATION

Ajay Binay Institute of Technology (ABIT), Cuttack — B.Tech CSE

2021 – 2025 · 7.48 CGPA

JKBK Government High School — Class XII (Science)

88.67%

Stewart School (ICSE) — Class X

87.83%