**Punit Makhija**

**Phone 571-451-6076 Email:** [**Punit.Makhija1@gmail.com**](mailto:Punit.Makhija1@gmail.com)

**US Citizen**

**Summary**

* Over 11 years of IT recruiting experience. Well versed in complete hiring life Cycle management of processes with respect to SLA and quality guidelines. Leveraging AI tools to refine the pure talents like ChatGpt and Github Copilot.
* Ability to work directly with hiring managers to develop a strategy on staffing and hiring process resulting in successful and satisfactory placements.
* Hands-on experience with job sites such as Monster, Dice, CareerBuilder, LinkedIn, Bullhorn, indeed, and other Job portal sites.
* Experienced in managing high-volume recruitment, consistently handling an average of 30+open requisitions

across multiple business units and technology domains and able to manage high-volume requirements as well as

worked on Full time, contract to hire, and contract positions for Direct Clients.

* Experience working with Banking sector involving to fill up all the software engineer roles and have 3 years working on Sales and Pre-Sales Consultant Position.
* Proficient in end-to-end recruitment using ATS (Taleo, Bullhorn), VMS (Fieldglass), Workday and HRIS tools as well as skilled in building strong resume pipelines and maintaining candidate databases.
* Collaborates closely with HR teams and hiring managers to develop sourcing strategies, manage the interview-to-

offer process, and ensure timely closures.

* Hired Talent for all Digital Services, Cyber Security Risk Services, Testing, Oracle, and SAP service line division of IT Technologies. In Digital hired talent for Full stack Java developer, .net Full Stack Developer, Microservices, SDET Engineer, UI/UX, Angular JS developer, SAP all module. In cyber security division hired talent for OIM developer, OAM, UAM, SailPoint, PingFederate, IAM Architect, CyberArk PAM, UAM, OIM Architect, IDAM Developer, ForgeRock Architect/Developer, Network Security, Java security, Application security code review, IDAM developer. In Testing Division Hired -Automation Architect, Performance Architect, SAP/API (Testing), Test Manager, Performance and Automation Engineer, SAP Test Lead role. In Oracle division hired Oracle- HCM Cloud, Oracle SCM Cloud, Finance Cloud, Oracle NetSuite, PeopleSoft HCM, and Peoplesoft Finance.
* Manage resumes acknowledgments, candidate sourcing, and tracking effectively close candidates after employment offer Design and present employment and staffing reports.
* Worked with Globally Dispersed team across a different time zone.
* Good Team player with Interpersonal, good verbal and oral communication skills.
* Work extensively with MS Office tools like Word, Excel, PowerPoint, and Outlook.

**Computer Skills**

* Operating Systems: Windows 98/2000, Windows XP, Windows 7, Windows 8 and Windows 10.
* Tools and Technologies: MS Office, MS Word, MS Excel, Microsoft Visio, Outlook, VMS experience, Fieldglass.
* ATS System: Bullhorn, Ajube, Taleo, Synergy, VMS, HRIS, and Workday.

**Professional Experience**

**Capgemini, Irving, TX Mar 2020 - Mar 2025**

**Sr/Lead Talent Acquisition Partner**

* Responsible for full life cycle recruiting support for various service lines (Oracle, Testing, Digital and SAP) and responsible to fill the open position of Capgemini efficiently & quickly with a highly qualified culturally aligned workforce for the US site.
* Provided prioritization and was involved in **Volume Hiring, Handled 30+** Requisitions at a time, managed requisition of multiple business units of the company.
* Experienced with Banking sector and handle digital roles like **Software engineer, Full stack Engineer both front and backend, DevOps, Data, AI/ML and Cloud Engineer.**
* Partner with all leadership, capability leaders to understand their current demand, hiring needs, define job parameters, outline desired qualifications, and source, screen, interview, and select best-option candidates for technical & management positions openings.
* Interviewed and assessed all candidates presented to hiring managers, including the use of face-to-face behavioural-based interviewing methodologies.
* Served as the subject matter expert on Information technology roles and primary point of contact for candidates and business stakeholders, provided guidance to internal stakeholders in designing a customized recruiting approach to achieve demand. Communicated consistently and proactively to ensure alignment and remove barriers.
* Source applicants through various methods including advertising, job sites, current/former consultants, as well as referrals.
* Maintained strong relationships within a robust social and professional network, enhancing the effectiveness of sourcing and candidate engagement efforts.
* Standardized the recruiting process by following up with cross-functional groups, including Compensation, HR Business Partners, and Onboarding, ensuring a smooth transition from recruitment to onboarding.
* Facilitated visa transfers by gathering necessary documentation, supporting international hiring and ensuring compliance with immigration requirements.
* Keep each candidate’s file updated in the ATS system (Taleo).
* Able to meet outlined recruiting metrics & performance levels.
* Generated weekly reports and communicating hiring status with management.

**Wipro Limited, Plano, TX Sept 2017-Feb2020**

**Sr. Talent Acquisition**

* Lead Wipro's consumer business unit for fulfilling recruit/full-time employment positions for all the clients under the consumer business unit and help them to reduce their dependencies on sponsor candidates.
* Successfully handled a high-volume environment, managing over 25+ positions simultaneously from various service lines, ensuring timely placements and efficient use of resources.
* Managed high-profile accounts effectively, successfully fulfilling recruitment needs for critical customers such as Apple, Nike, Walmart, and Cisco, resulting in strengthened client relationships and satisfaction.
* Increased team productivity and effectiveness by leading and mentoring a team of 3 recruiters and 3 sourcers, ensuring alignment with consumer business unit requirements and achieving recruitment goals.
* Streamlined the Talent Acquisition function for Digital Services and Cybersecurity by managing end-to-end full-time recruitment operations for the entire US region, improving responsiveness to client needs.
* Collaborated closely with hiring managers to accurately identify key skills and relevant experiences, resulting in well-defined job postings that attracted qualified candidates.
* Enhanced staffing efficiency by working closely with vendor partners and hiring managers to align recruitment efforts with the workforce plan, ensuring timely fulfilment of staffing needs.
* Improved candidate evaluation processes by qualifying and screening candidates effectively, facilitating interview scheduling, and supporting hiring managers in making informed decisions.
* Streamlined the onboarding process by discussing compensation and benefits packages with hiring managers, ensuring a smooth transition for new hires.
* Maintained clear communication throughout the hiring process, briefing both hiring managers and candidates to ensure alignment and transparency.
* Used internal ATS Synergy as a major source for pooling the Candidates.
* Reviewing the status of demand weekly, monthly, and quarterly with the key stakeholder.

**Citron it, INC, Dallas, TX Jul 2015- Aug 2017**

**Sr. Technical Recruiter**

* Streamlined the full life cycle of recruiting, ensuring clear understanding of job requirements and expectations with hiring managers, which resulted in increase the candidate quality.
* Managed multiple requisitions simultaneously, delivering high-volume recruitment solutions that met organizational needs without compromising quality.
* Enhanced client satisfaction by collaborating directly with corporate clients, HR managers, and implementation partners for both contractual and permanent placements, ensuring alignment with staffing goals.
* Identified and sourced candidates effectively through diverse channels, including an existing database, referrals, and social media, expanding the talent pool and improving hiring outcomes.
* Utilized the internal Applicant Tracking System (Ajube and VMS) as a primary tool for candidate pooling and tracking, maintaining up-to-date daily and weekly reports that improved recruitment efficiency.
* Developed accurate job descriptions by employing probing questions with clients, ensuring alignment between client expectations and candidate qualifications.
* Facilitated the interview process by submitting candidates along with executive summaries that highlighted key selling points, resulting in a higher interview-to-hire ratio.
* Maintained comprehensive records in the company database, reflecting all activities related to candidates and clients, which improved transparency and accountability in the recruiting process.
* Conducted thorough interviews to summarize relevant experience and assess both hard and soft skills, ensuring candidates were well-suited for the roles.
* Articulated and negotiated job offers effectively, resulting in successful placements and improved candidate satisfaction.
* Awarded as a top performer in the month of October and December in 2015.

**Calpion Inc, Irving, TX May 2014- Jun 2015**

**Technical Recruiter**

* Experience of Full Life cycle of recruiting. Successfully managed recruitment cycle independently including resource requirement gathering, sourcing, initial screening, shortlisting, pre- and post-interview follow-ups, negotiation, and closures.
* Responsible for sourcing resumes, screening candidates, rate negotiation, visa-status check, contract negotiation, reference check, conducting interviews at higher levels, follow-up with both the parties after the interview for results/feedback, offering position based on SLA, getting them onboard, follow-up with the candidates and the client for their performance and help the candidate overcome the shortcomings. Provided support to candidates & help them in preparing for the interviews with respect to technical terms and provided study material to them using Google search, eBooks, presentations & training materials available over the internet.
* Responsible for bench sales, managing accounts, maintaining relationships with my clients/vendors & building relations with new clients/vendors & inviting/developing new opportunities for business growth.
* Worked closely with big US Vendors/Mid-clients & with prime vendors for the government projects.
* Responsible for Tracking job posting, resume, and updates over the web.
* Maintained the company database to reflect all activities on each individual candidate and client including each candidate's personal record, client files, and client interview log.

**Education**

* Stratford University, Falls Church, VA

International Master of Business Administration

School of Business, March 2010