



Jyoti Ashok Pandilwar

Domestic IT Recruiter

Hyderabad, Telangana, India

Summary

I have completed my Master of Business Administration; I am a Domestic IT Recruiter at Advanced Staffing.

Experience

ADVANCED STAFFING'S

DOMESTIC RECRUITER

June 2021 - Present

My Roles and Responsibilities are:

- I have Total 2 years of experience as a Domestic IT Recruiter in the Domestic Staffing Industry.
- I am Expertise in sourcing a resume using Job portals like Monster, Naukri, Indeed and social media site like LinkedIn, based on requirement I will do the email marketing, I post a requirement in Google groups.
- I have worked on various technology Position on requirements like, Programming languages, Testing tools, Cloud Computing Services, ERP's, Networking and Business Analyst.
- Also, I am expertise in Sourcing a resume according to client requirement and I have screened the many candidates on various positions like part time, contract and Full Time.
- I have hands on experience with Direct Clients and consultancies.
- Scheduling the Interviews of the candidates as per their availability.
- Maintaining the day to day, weekly and monthly reports to track the entire database covering the whole life cycle of the recruitment.
- I maintain daily sheets, check list of the candidates to submit my manager.

Education

Kakatiya College

Master of Business Administration - **MBA, Human Resources Management** -
(2010 - 2012)

Masterji Degree College

Bachelor of Science - BS, Biotechnology, Chemistry, Computer Applications -
(2007 - 2010)

ALPHORES JUNIOR COLLEGE

Intermediate, Botany, Zoology, Chemistry, Physics, English, Sanskrit -
(2005 - 2007)

Gandhi Vidyalaya

Secondary School Certificate, General Studies - (2004 - 2005)

Contact

Hyderabad, Telangana
+91-9518568881 (Mobile)
manojyothi8@gmail.com

www.linkedin.com/in/jap3
(LinkedIn)

Top Skills

Recruiting
Sourcing
Screening
Boolean Search
Technology Skills

Certifications

UK based Payroll Management
Diploma in Human resource
management

