

## Contact

[www.linkedin.com/in/jaya-aidasani-15bbab112](http://www.linkedin.com/in/jaya-aidasani-15bbab112) (LinkedIn)

## Top Skills

Screening

Sourcing

Internet Recruiting

# Jaya Aidasani

Recruiter at Freelancer / campus recruitment  
Greater Hyderabad Area

## Experience

Microsoft

HR Associate

October 2015 - Present (4 years 11 months)

Freelancer / campus recruitment

Recruiter

2012 - Present (8 years)

IT Global Services Ltd

Team Lead- HR

March 2010 - March 2011 (1 year 1 month)

End to End Recruitment for IT Industry. Team Handling, Client Management , Relationship management etc.

Intercon International Pvt Ltd.

Associate Consultant

April 2007 - January 2009 (1 year 10 months)

Intercon International is a premier talent search firm located in Hyderabad since 1978. Being more than 30 years old, Intercon is one of the oldest firms in Southern India and stands among the top 3 players in the Hyderabad recruitment space, catering to various industries i.e. Specialist Practices for IT, Manufacturing, construction, BPO, Finance and Banking domains. across all levels.

Responsibilities:

End to End Recruitments for ITES, Insurance, Banking, Finance & Infrastructure. Been SPOC for Campus Hiring.

- Experience in Client co-ordination & building up the rapport with them. Sourcing and screening candidates from various recruiting sources like self-created databank, Job Portals(viz. Naukri.com, Monster.com, Jobsahead.com, timesjob)
- Recruitment Advertising and Internet recruiting.

- Develop talent pool through creative sourcing techniques including referral generation, networking, Head Hunting.
- Screening the candidates with telephonic, direct interview for their communication skills, personality profile and attitude for the assignment.
- Planning a strategy for the mode of sourcing, understanding the technology and mapping where resources are available.
- Follow-up with selected candidates to confirm their DOJ and keep a track of the same.
- Handling Selection & Final Formalities through continuous co-ordination between the clients & candidates.
- Follow-up for feedback, telephonic interviews, personal interviews with technical panels.
- Negotiating with the candidates to fit them into the slabs given by the client based on the experience level.
- Preliminary Screening & Short listing of resumes, interviewing candidates ( telephonic) ,
- Co-ordination between the client and the candidate, arranging interview sessions with the client, taking feedbacks
- Building a rapport with the candidates.
- Ability to build effective working relationships with technical management and executive teams quickly and efficiently.

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## Education

### Osmania University

ST. Francis Degree College for Women, MPP- Mass Communication, Political Science, Public Administration · (2004 - 2007)