

Anjani Mytreya

Talent Acquisition Executive

CONTACT

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EDUCATION

Master of Business Administration

MVGR College of Engineering, Vizianagaram
2020-2022

B.Com

Sri Chaitanya Degree College, Vizianagaram
2017-2020

Intermediate

RS Academy, Vizianagaram
2015-2017

SSC

Kendriya Vidyalaya , Vizianagaram
2015

SKILLS

- Multi-tasking
- Time-Management
- Onboarding
- Decision Making
- Leadership
- Teamwork and collaboration
- Full-cycle recruitment
- Interviewing

LANGUAGES

English

Hindi

Telugu

DATE OF BIRTH

28-08-1999

PROFILE SUMMARY

Dynamic Talent Acquisition Executive with 2 years experience seeking opportunities to leverage my expertise in optimizing recruitment processes, streamlining communication between management and employees, and contributing to the overall success of the HR division.

PROFESSIONAL EXPERIENCE

RAAM Group Automobile Dealership

Talent Acquisition Executive

2022 November – Present

Hyderabad

- Spearheaded full-cycle recruitment processes, identifying talent gaps and forecasting staffing needs, improving workforce alignment and efficiency.
- E-sourcing, screening and short listing resumes through various job portals or else internal reference.
- Recruited new talent using advanced Boolean and non-Boolean search techniques on Naukri.com and LinkedIn, building a robust candidate pipeline.
- Conducted in-depth candidate screenings, interviews, and evaluations, ensuring hires aligned with company culture and long-term goals.
- Developed detailed job descriptions and strategic recruitment plans to attract top-tier talent, increasing the quality of hires.
- Led salary negotiations and compensation benchmarking to ensure competitive offers aligned with market trends, enhancing offer acceptance rates.
- Managed the entire recruitment cycle efficiently using KEKA HR, streamlining the process from candidate sourcing to onboarding
- Drafted offer letters for new hires in line with company policies and procedures.
- Handled the recruitment process through internal ATS, overseeing job postings, assessments, interview evaluations, medical checks, BGV, LOIs, and appointment letters.