

Anjaneyulu Yamini

Freelance Recruiter

Contact

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Education

Bachelor of science
Pharmacy Clinical
Research (2015-2019)
RIPER-JNTUA

- Professional development completed in Clinical Research
- Completed professional development in Medicinal chemistry
- Continuing education in Business Analyst and Data Analyst
- **Certified in Google Data Analytics role and done 1month internship as google Analyst trainee in MEDTOUREASY**

Key Skills

Multitasking Abilities
Team building
MS office

Objective

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Experience

Currently with: Infinity Career Edge (Since Sep-2023)

Current Designation: Recruitment Consultant

- Lead the design, development and maintenance of HR analytical tools and dashboards (Google Data Studio)
- Support Recruitment team with administrative tasks
- Support the recruitment and interview process to include job postings, tracking and reviewing candidate applications, etc.
- Coordinate onboarding of new hires
- Creates accurate, repeatable and scalable reports, both requested and proactively, to support business decision-making, including performance reports/graphs, dashboards and analytics
- Be able to manipulate raw data in Excel to reflect data visualizations in Google Data Studio.

Dec 2019-present

Freelance Recruiter • Home based Freelancer

- Exercised leadership capabilities by successfully motivating and inspiring others. Lead HR data projects (Google Data Studio, Excel, etc).
- Developed strong organizational and communication skills through coursework and volunteer activities.
- To manipulate raw data in Excel to reflect data visualizations in Google Data Studio.
- Developed and maintained courteous and effective working relationships.
- Identified issues, analyzed information and provided solutions to problems.

Organization and Time Management
Managing freelancers
Teamwork and Collaboration
Training and Development
Decision-Making
Cultural Awareness
Self-Motivated

Software

Microsoft Excel- upper Intermediate
SQL&MYSQL- Intermediate
PYTHON-Intermediate
C language-upper intermediate
Copy writing & content creation-Upper intermediate
SEO- upper intermediate

Languages

English-Advance
Telugu-Advance
Hindi-upper intermediate
Kannada-Advance
Tamil-Advance

- Developed strong communication and organizational skills through working on group projects.
- Resolved problems, improved operations and provided exceptional service.
- Proved successful working within tight deadlines and a fast-paced environment.
- Acted as a team leader in group projects, delegating tasks and providing feedback.
- Organized and detail-oriented with a strong work ethic.
- Gained extensive knowledge in data entry, analysis and reporting.
- Coordinate onboarding of new hires.
- Cultivated interpersonal skills by building positive relationships with others.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Strengthened communication skills through regular interactions with others.
- Creates accurate, repeatable and scalable reports, both requested and proactively,
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Learned and adapted quickly to new technology and software applications.
- Passionate about learning and committed to continual improvement.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Assisted with day-to-day operations, working efficiently and productively with all team members.

January 2021-Aug 2021

Business development executive • BPO

- Collaborated with sales and marketing departments to support client acquisition.
- Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit.
- Communicated directly with customers and partners to build strong business networks and relationships.
- Translated customer needs into solution requirements using powerful value propositions and negotiation skills.
- Developed new proposals, contracts and procedures to draw in more clients and streamline work operations.
- Identified business development challenges and customer concerns for proactive resolution.
- Utilized market trends, mission priorities and customer goals to envision, shape and close new opportunities.

- Assessed current service needs and calculated product satisfaction levels to make appropriate product and service adjustments.
- Implemented creative sales training techniques for new and existing staff to increase revenue and overall success.
- Researched product pricing, ratings and performance and created comparison spreadsheets to evaluate competitors.
- Negotiated client contracts and agreements to cultivate profitable business transactions.

October 2019- Dec 2020
HR Recruiter • BPO

- Placed advertisements, evaluated applicant credentials, conducted initial interviews and pre-screening assessments.
- Developed recruiting strategies to identify qualified candidates and build network.
- Verified applicant references and employment details.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Collaborated with hiring managers to understand job requirements and expectations.
- Operated and maintained applicant tracking and candidate management systems.
- Studied job descriptions and qualifications to determine applicant requirements.
- Built strong relationships with internal and external candidates to ensure an excellent hiring experience.
- Advised managers on best practices to maintain compliance with applicable laws.
- Consulted businesses on successful recruiting and retention practices to help minimize turnover.
- Emphasized job benefits and perks to applicants to improve organization's attractiveness.

Certification

ASIAN JOURNAL OF CHEMISTRY (2020).

***Certified in Google Data Analytics role and done 1month internship as google Analyst trainee in MEDTOUREASY.
Certified for Digital copywriter in Learn Tube.***

Interests

HR Recruitment
Business development
Business Analyst

Data Analyst
Project and product management
Copy writing

Reading books, sports

I like to read Business Related and the sports Article , Animal welfare, woman Healthcare and yoga.