

# BABY PEPAKAYALA

Hyderabad, Telangana | [babypepakayala2003@gmail.com](mailto:babypepakayala2003@gmail.com) | +91 93927 40501 | [LinkedIn](#) | [Portfolio](#)

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Dynamic and motivated **HR Recruiter and Talent Acquisition Specialist** with experience in sourcing, screening, and hiring candidates across technical and non-technical domains. Adept at using modern recruitment tools, ATS platforms, and social media strategies to drive candidate engagement and improve offer-to-join ratios. Passionate about creating seamless and impactful hiring experiences that align with organizational goals. Proven ability to manage recruitment drives, collaborate with hiring managers, and consistently deliver high-quality candidates under tight deadlines.

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## CORE SKILLS

Full-Cycle Recruitment & Talent Acquisition | Strategic Sourcing (LinkedIn, Naukri, Internshala) | Interview Management & Candidate Screening | Offer Management & Salary Negotiation | ATS & CRM (Candidate Relationship Management) | Onboarding, Training & Documentation | Employer Branding & Recruitment Marketing | Communication, Team Collaboration, and Reporting | Microsoft Excel, Word, PowerPoint

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## PROFESSIONAL EXPERIENCE

### Tech Mahindra

Hyderabad, India

*HR Recruiter & Business Coordinator*

December 2025 – Present

- Supported the Talent Acquisition team by identifying relevant candidate profiles, conducting prescreening calls, and shortlisting qualified professionals for international voice support roles.
- Improved screening accuracy by implementing structured interview questionnaires, contributing to a 20% increase in candidate-to-offer conversion rates.
- Facilitated pre-boarding processes, document verification, and training sessions, enhancing the new hire experience and reducing onboarding time by 30%.
- Maintained recruitment records and created reports using Excel and internal databases to enable transparent and timely communication with stakeholders.
- Coordinated hiring campaigns across high-volume roles, maintaining compliance with SLAs and improving recruiter productivity KPIs across the board.

### Ethen Consulting and Technologies

Hyderabad, India

*HR Recruiter*

February 2024 – December 2024

- Executed end-to-end recruitment across multiple departments by screening, evaluating, and interviewing over 300 candidates monthly to reduce time-to-hire and improve placement ratios.
- Developed role-specific job descriptions and posted them on job portals, leading to a 40% boost in quality applications within the first quarter.
- Leveraged sourcing tools such as LinkedIn, Naukri, and Internshala to build a talent pipeline of qualified candidates, reducing external vendor dependency by 60%.
- Conducted detailed interviews, behavioral assessments, and role-based evaluations, ensuring alignment with client expectations and cultural fit.
- Streamlined CRM-based candidate engagement, resulting in a 30% increase in follow-up response rates and improved candidate retention.
- Negotiated compensation packages and rolled out offer letters, contributing to a 25% boost in joining ratios quarter-over-quarter.
- Partnered with business leaders and hiring managers to forecast talent needs and execute hiring campaigns under strict timelines and budgets.

### Triaright

Hyderabad, India

*HR Intern*

February 2022 – June 2023

- Supported HR managers in sourcing, resume screening, and candidate outreach for diverse roles, leading to successful onboarding of 50+ employees.

- Arranged interview logistics, panel coordination, and candidate communications, improving scheduling efficiency and reducing missed interviews by 25%.
- Maintained applicant tracking system (ATS) records and assisted with job posting management across multiple platforms.
- Contributed to employee onboarding and engagement programs that fostered smoother assimilation and reduced early attrition.
- Generated recruitment status reports and performance dashboards to support strategic decision-making in weekly review meetings.

**Adhoc Network Tech Company**  
*Digital Marketing Intern*

Visakhapatnam, Andhra Pradesh  
Sep 2023 – Apr 2024

- Managed daily content creation for social media channels, increasing online engagement by 35% and driving job-related awareness campaigns.
  - Executed SEO research and keyword analysis for job campaigns, contributing to improved visibility of recruitment ads on Google and LinkedIn.
  - Created marketing visuals and written content for digital platforms, improving branding consistency and attracting qualified leads for hiring drives.
  - Collaborated with HR to support employer branding strategies, aligning marketing efforts with candidate acquisition goals.
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## CERTIFICATIONS & AWARDS

- TCS iON Certified – Soft Skills & Business Communication
  - Pearson MePro Certified – English Language Proficiency
  - HubSpot Academy Certified – Digital Marketing
  - CPBFI Certification – BFSI Sector (Bajaj Finserv)
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## ACADEMIC ACHIEVEMENTS AND PROJECTS

- NCC Cadet – Awarded “A” and “B” certificates; demonstrated leadership and discipline through national training programs.
  - Research Study – Conducted a study on “Consumer Attitudes Towards Santoor Products,” with insights into brand loyalty and satisfaction.
  - Social Immersion Internship – Participated in cultural outreach programs, developing communication, ethics, and negotiation skills.
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## EDUCATION

**Bachelor of Business Administration (BBA) – HR Management**

*Aditya Degree College, Amalapuram – 2021 to 2024*

**Grade:** 95% Aggregate

**Intermediate (Bi.P.C)**

*Jawahar Navodaya Vidyalaya, Peddapuram – 2018 to 2020*

**S.S.C**

*Jawahar Navodaya Vidyalaya, Peddapuram – 2017 to 2018*

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## LANGUAGES

- *English – Proficient*
- *Telugu – Native*