



# Anila Bylykbashi

Talent Coordinator and Retail

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## Languages

English

## About

I have extensive experience with prestigious brands like Harrods and Victoria's Secret, excelling in recruitment, staff training, customer service, inventory control, and visual merchandising. I'm adaptable, organised, and passionate about enhancing the retail experience across high-end luxury environments.

### BRANDS WORKED WITH

- Selfridges
- Nando's UK & IRE
- Victoria's Secret
- Harrods

## Experience

### Talent Coordinator

Harrods | Mar 2023 - Mar 2024

- Owning full-cycle recruitment processes, including sourcing, screening, interviewing and selecting candidates through Creative, Digital Strategy, Interior Design, Store Development and HR roles.
- Working collaboratively and creating strong relationships with Hiring Managers and department heads to understand their staffing needs and objectives.
- Collaborating with attraction and communication teams and creating job postings and other content to attract top talent and enhance the company's online presence.
- Contributed to the development of the company's employer brand and employee value proposition to appeal to potential candidates.
- Maintaining accurate tracking through ATS system (Workday) and updating Excel sheets.
- Interpersonal and communication skills, enabling me to effectively business partner cross-functionally.

### Talent Coordinator

Nando's UK & IRE | Nov 2021 - Dec 2022

- Supported recruitment process by scheduling interviews and coordinating candidate assessments.
- Executed LinkedIn campaigns to increase visibility of active roles.
- Managed job postings across various platforms and assisted in the renewal of career site and adverts.
- Crafted and edited recruitment-related content, including job descriptions and newsletters.
- Supported development of recruitment presentations for job fairs and networking events.
- Supporting Talent Specialists with attraction strategy and coordination.



### Staffing and Operations Coordinator

Victoria's Secret | Oct 2017 - Nov 2021

- Conducted CV screening and facilitated Assessment Centres for potential candidates.
- Liaised effectively with leadership, peers, and associates, providing feedback on processes and hiring needs.
- Training team on new product launches, and creating visual assets to display across the store.
- Tracked time and attendance of over 200 associates.
- Managed communication channels to ensure alignment and updates across the business.
- Facilitated weekly onboarding training for new starters, and building new material.

## Education & Training

2015 - 2018

### Royal Holloway, University of London

Ancient History,,

