



Dear All,

Anwentec Innovations is a Private Limited company specializing in career services and placement support. The organization is dedicated to delivering high-quality, customized career assistance through professional CV and resume development. For more information, visit:

<https://anwentec.com/>

Role: CV Developer

Verticals: - Placement Department

Vacancy: 1 position

Job Location: Hitec City, Hyderabad

CTC: ₹15,000 – ₹20,000 per month

Eligibility:

- Graduation in English, Communications, HR, or related fields
- Excellent written communication and editing skills
- Strong attention to detail in formatting, grammar, and layout
- Freshers with research and writing proficiency are encouraged to apply

Job Description: We are looking to hire a CV Developer to support clients in drafting, editing, and formatting professional CVs tailored to diverse job roles and industries. The ideal candidate will be responsible for ensuring clarity, structure, and ATS (Applicant Tracking System) compatibility, while maintaining confidentiality and meeting deadlines.

Responsibilities:

- Create, edit, and format CVs based on client roles and industry standards
- Research job descriptions and market trends to include relevant terminology
- Ensure grammar accuracy, clarity, and consistency in layout and tone
- Integrate appropriate keywords for ATS optimization
- Maintain confidentiality and ensure timely delivery of high-quality documents