

Sana Khan

Recruiter

"Building bridge between Talent & Opportunities"



sanakhan81999@gmail.com

8007362770

Pune, India

EDUCATION

Bachelor of Business Administration (BBA)

Savitribai Phule Pune University (SPPU)

10/2018 - 05/2019

8.44

Senior Secondary (12th standard) NIOS

04/2017 - 04/2018

75.5%

Courses

- PCM

Marticulation (10th standard)

Army Public School, Pune

04/2017 - 04/2018

9.8

WORK EXPERIENCE

Head-hunting Consulting

Wayout Consultants Pvt Ltd

08/2021 - 10/2023

I was involved in sourcing senior level experienced candidates using reference, naukri.com and existing database depending upon the Job Description

Talent Acquisition Specialist

Wayout Consultants Pvt Ltd

06/2019 - 05/2021

I was involved in sourcing senior level candidates from various sources using LinkedIn, indeed, reference, existing database matching with the Job description received.

Recruitment Consultant

Wayout Consultants Pvt Ltd

10/2018 - 05/2019

I was involved in complete end-to-end recruitment process starting from sourcing relevant candidates from various sources (Job Boards, Social media, monster.com, Glassdoor, etc) depending upon the Job Description.

SKILLS

Sourcing

X-Ray research

Recruitment

Target Oriented

Decision Making

Good communication Skills

Teamwork

Active Listener

Time Management

Talent Acquisition

Advanced Boolean search

Analytical Skills

Negotiation

MS Office

MS Excel

MS Word

MS PowerPoint

Interview Coordination

Candidate Engagement

Active Learner

Critical Thinking

Detail-oriented

Problem-solving abilities

Adaptability

Persuasiveness

Patience

PERSONAL PROJECTS

Job Satisfaction(at Kothari Hyundai) (2020 - 2021)

Legal Aspects of HR (at Kothari Hyundai) (2021 - 2022)

Employee Engagement (at PPS Motors) (2022 - 2023)

ORGANIZATIONS

Wayout Consultants Pvt Ltd

CERTIFICATES

i)DevSkiller - Tech Recruitment Certified Professional

ii)Hirist.com Technical Recruiter Certification

iii)Hirist.com Talent Agilitics

iv)Naukri Maestro Recruiter

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Reading

Writing

Badminton

Photography

Travelling

Music