

SANA KHAN

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CITY : PUNE, MAHARASHTRA

OBJECTIVE

Recent BBA graduate with a specialization in Human Resource Management from Savitribai Phule University, possessing a comprehensive understanding of HR principles and practices. Eager to leverage academic knowledge and analytical skills to kick-start my career as a recruiter. Passionate about connecting talented individuals with their dream roles and contributing to organizational growth through strategic talent acquisition.

SKILLS & ABILITIES

- **Communication:** Excellent verbal and written communication skills.
- **Analytical Thinking:** Ability to analyze job requirements and match candidates effectively.
- **Interpersonal Skills:** Proficient in building relationships with professionals at all levels.
- **Organization:** Strong organizational skills, with the ability to manage multiple tasks and deadlines efficiently.
- **Technology Savvy:** Quick learner of new technologies and systems commonly used in recruitment.

EXPERIENCE

Recruitment Intern

WayOut Consultants, Pune | 2022 (2 months)

- Conducted initial screening of candidates to assess their suitability for various roles, contributing to a more streamlined recruitment process.
- Assisted in organizing and managing recruitment drives and job fairs, enhancing the company's visibility and candidate reach.
- Collaborated closely with the HR team to develop and update job descriptions and role requirements, ensuring clarity and accuracy in job postings.
- Utilized various recruitment software and tools to track applicants and maintain an organized database of potential candidates.
- Provided administrative support by scheduling interviews, preparing interview materials, and following up with candidates.

post-interview, improving communication and candidate experience.

EDUCATION

BBA in Human Resource Management Specialization

Savitribai Phule University

Graduated with 80%

Coursework included: Organizational Behavior, Talent Management, Employment Law

12th - PCM Specialization

National Institute of Open Schooling (NIOS)

75%

10th

Army Public School

CGPA: 9.8

ACHIEVEMENTS

- **Academic Diligence:** Achieved a 9.8 CGPA in 10th grade and maintained a strong academic record throughout BBA, specializing in Human Resource Management, with an 80% graduation score.
 - **Effective Team Contributor:** Actively participated in group projects and presentations, consistently praised for contributing insightful ideas, facilitating effective team collaboration, and enhancing project outcomes.
 - **Community Engagement:** Engaged in community service and environmental conservation initiatives through college clubs, demonstrating a commitment to social responsibility and teamwork.
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HOBBIES

- **Reading:** A dedicated reader, enjoys exploring a wide range of literature to gain different perspectives and deepen understanding of various cultures and ideas.
 - **Traveling:** Passionate about traveling to new places to appreciate diverse cultures, landscapes, and experiences, enhancing adaptability and broadening worldviews
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