

Sana Saifi

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SUMMARY

As a recruitment consultant with 1.3 years of experience, I specialize in managing client relationships, understanding their hiring needs, and crafting effective recruitment strategies. I have a strong track record in sourcing, screening, and interviewing candidates to ensure a perfect match. Skilled in coordinating interviews and managing offer negotiations, I aim to create a smooth hiring experience. I stay updated on industry trends, maintain compliance, and focus on business development to identify new opportunities. With strong networking skills, I am dedicated to achieving successful placements and building lasting relationships with clients and candidates.

ACHIVEMENTS & CERTIFICATIONS

- AutoCAD, STADD Pro
- Building Drawing And Estimation.
- Urdu Language.
- Volunteer In College Sports Feast, Cultural Events Etc.

EXPERIENCE

NOV 2022-MAR 2023

Recruitment Consultant | Pacific IT Consulting | Noida.

JAN 2022-OCT 2022

Research Associate | Xpert Conexions | Noida.

Responsibilities:

- Partnered with hiring managers to understand job requirements and develop effective recruitment strategies.
- Sourced and attracted candidates using job boards, social media, networking, and referrals.
- Screened resumes and conducted initial interviews to evaluate candidates' qualifications and cultural fit.
- Coordinated interviews between candidates and hiring teams, ensuring timely feedback and communication.
- Managed the candidate experience from initial contact through the offer stage, including negotiation of job offers.
- Built and maintained a strong talent pipeline to meet current and future hiring needs.
- Supported the onboarding process to help new hires integrate smoothly into the organization.
- Ensured compliance with labor laws and maintained accurate documentation of recruitment activities.
- Monitored and reported on recruitment metrics to optimize hiring processes and strategies.

SKILLS & CORPORATE LEARNING

- **Talent Sourcing & Screening:** Proficient in leveraging job portals such as Naukri, LinkedIn, TimesJobs, Monster, and FoundIt, including bypass access via Sixth Sense for enhanced candidate sourcing.
- **ATS Management:** Experienced with ATS platforms like Teleo, BR, and HireWand to streamline recruitment processes for various clients including HCL, ITC, Cognizant, TATA Telecommunications, and Bharti Airtel.
- **Interviewing & Negotiation:** Experienced in conducting interviews and negotiating offers to ensure successful placements.
- **Communication & Relationship Building:** Excellent communication skills with a strong ability to build and maintain relationships with clients and candidates.

- **Analytical & Problem-Solving:** Detail-oriented with strong decision-making skills and a data-driven approach to recruitment.
- **Organizational & Time Management:** Effective at multitasking and managing multiple recruitment processes with a focus on efficiency.
- **Business Development:** Skilled in promoting recruitment services, pitching to potential clients, and identifying new business opportunities.
- **Compliance & Ethical Judgment:** Knowledgeable in employment laws and dedicated to maintaining ethical recruitment practices.
- **Microsoft Office Suite:** Proficient in Microsoft Excel, Word, PowerPoint, and Access, with the ability to create detailed reports, presentations, and documents.
- **Data Visualization & Analysis:** Experienced with Power BI for creating interactive dashboards and reports to analyze recruitment metrics and trends.

EDUCATION

MBA (HR & IT) | APJ Abdul Kalam Technical University, Lucknow, Uttar Pradesh

B.Tech (Civil) | APJ Abdul Kalam Technical University, Lucknow, Uttar Pradesh