

Sana Mansoor

TALENT ACQUISITION

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SUMMARY

Experienced and effective Recruiter adept in all aspects of recruitment support and solutions. Bringing forth 3 years of industry experience and expertise in talent sourcing, screening, interviewing, and placing. Equipped with a diverse and promising skill set, conducive to providing optimal support to HR business partners, organizations, and hiring managers.

EXPERIENCE

Senior Executive - Employee Experience

QX Global Group *Jan 2023 - Present*

- Utilizing an applicant tracking system to manage candidate communication and ensure compliance with all applicable regulations.
- Conducting in-depth interviews to evaluate candidate skills and assess cultural fit.
- Managing End to End Recruitment of Non IT and IT roles like UK Healthcare Recruiter, Compliance Officer, Accounts Payable, Management Accounts, UK Accountants, Desktop Engineer, Marketing Manager, Python Developer.
- Handling the walk-in Drive and coordinating with the Candidates.
- Keeping in touch with the account managers and hiring managers to get the understanding of any specific requirement and also for patching feedback of the interview.
- Being in touch with potential candidates through Internet research, internal database, cold calling, using job portals such as LinkedIn, Indeed, Glassdoor, Naukri and more.
- Utilizing MS Outlook for email correspondence, interviews, and calendar management.

HR Executive

SoluLab Inc *Jun 2021 - Dec 2022*

- Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing clients.
- Handled Permanent as well as General Staffing (C2H) mandates.
- Worked for both IT and Non IT roles such as Blockchain Developer, Fullstack Developer, React developer, Python developer, Ruby on Rails, UI/UX Designer, Android Developer, Business Analyst, SEO Executive and more.
- Implemented effective recruitment and sourcing strategies such as focused head hunting, internet sourcing, networking, internal database and reference generation.
- Handled resource allocation and Intern's training & development.
- Sources channels used: Indeed, Hirst, LinkedIn, Upwork, Fiver, Naukri.

SKILLS

Recruiting	● ● ● ● ○	Stakeholder Management	● ● ● ● ○
Talent Management	● ● ● ● ○	Candidate Sourcing	● ● ● ● ○
Headhunting	● ● ● ● ○	Bulk Hiring	● ● ● ○ ○
Boolean Search	● ● ● ○ ○	Contract To Hire	● ● ● ○ ○
X-Ray Search	● ● ● ○ ○	RPO	● ● ● ● ○

TOOLS

Talent Now



Darwin Box



KEKA



MS Outlook and Excel



ACCOMPLISHMENTS

Received Top Performer Award in QX Global Group

Recognized from Best Employee Award in SoluLab Inc for fulfilling maximum number of hires along with Operation tasks single handedly.

EDUCATION

Masters of Business Administration

BBDNITM 2019 - 2021

B.Tech

Integral University 2015 - 2019

INTERNSHIPS

Archelons Solutions

Worked as a Management Trainee - Recruitment in 2021

The Climber

Worked as a Sales and Marketing Intern in 2020