SANA KHAN

HR Professional

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CAREER SUMMARY:

Dedicated HR professional with over 5 years of comprehensive experience in human resources operations, specializing in recruitment, onboarding, employee relations, and performance management. Proven ability to streamline processes, enhance employee engagement, and ensure compliance with regulations. Adept at leveraging technology and data-driven insights to optimize HR functions and contribute to organizational success.

WORK EXPERIENCE:

Royal Group of Companies
HR Manager | Jan, 2023 - Present

- Spearhead end-to-end recruitment processes, from talent sourcing to onboarding, ensuring alignment with organizational objectives.
- Conduct reference checks, coordinate engagement programs, and manage exit formalities to foster a positive employee experience.
- Review and update HR policies and processes to maintain compliance with legal requirements and industry best practices.
- Collaborate with cross-functional teams to implement structured training programs and facilitate performance management initiatives.
- Utilize HRIS for data analysis, report compilation, and payroll processing to support strategic decision-making.
- Implementing automation solutions to improve operational efficiency.

Ascendeum
HR Assistant | Jan 2021 - Jan 23

- Designed and implemented recruiting strategies.
- Developed and updated job descriptions and specifications.
- Sourced candidates through LinkedIn and screened resumes.
- Conducted interviews and assessed applicants' qualifications.
- Facilitated the onboarding process for new employees.

Dunes Harley Davidson
HR Executive | Oct 2016-Mar2019

- Supporting the onboarding process for new employees by preparing paperwork, conducting orientations, and assisting with training programs.
- Maintaining employee records and updating databases with relevant information.
- Assisting in organizing employee engagement activities and events to foster a positive work culture.
- Responding to employee inquiries and providing basic HR-related information or guidance.
- Assisting in administering HR policies and procedures and ensuring compliance with relevant regulations.

EDUCATION:

Master of Business Administration (MBA) in Human Resources
2014- 2016 | R. A. Podar Institute of Management

Bachelors of Commerce
2011- 2014 | IIS University

SKILLS:

- Onboarding & New Hire Orientation
- Employee Relations & Engagement
- Performance Management
- HRIS & Payroll Processing
- Compliance & Policy Development
- Talent Acquisition Strategies
- Team Leadership & Collaboration
- Project Management
- Communication & Interpersonal Skills

INTERNSHIP AND ACHIEVMENTS:

- 2 months Internship with Indian Oil Corp to Study on "Stress Level of employees based on Sociographic and demographic factors.
- Implemented innovative recruitment strategies and tools to reduce time-to-fill vacancies, such as leveraging social media platforms for targeted recruitment campaigns, implemented applicant tracking systems, and established partnerships with educational institutions for talent pipeline development.
- Implemented recognition programs, organized team-building activities, and launched wellness programs to boost employee morale and retention.
- Achieved Employee Retention Goals.