

Sabiha Algani

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Objective:

To join and work for an organization where I can apply my technical & creative skills up to the best to achieve organizational goals.

Summary:

- 6 years of experience in handling end to end recruitment activities right from sourcing to candidate's on-boarding.
- Strong abilities in analyzing the requirements and match with the existing source pool for the fast results.
- Developed a strong relationship with Business Unit Heads, hiring managers, stake holders and Business directors to encourage a partnership in filling open requisitions.

Employment history:

Specialties: Stakeholder Management, IT Recruitment, Sourcing, Technical Screening, Networking.

Organization	Duration	Location	Designation
baliosoft Solutions Pvt Ltd	Oct 2022 to Jan 2023	Ahmedabad	Sr. Executive- Talent Acquisition
Amnex Infotechnologies	Feb 2021 to May 2022	Ahmedabad	Sr. Executive- Talent Acquisition
Agile Cockpit Software Development Pvt Ltd	Aug 2018 to Aug 2020	Gurgaon	Talent Acquisition Specialist
Visioncraft	Nov 2015 to July 2018	Gurgaon	Sr. Recruitment Specialist

Role & responsibilities:

- Responsible for taking complete ownership of the entire recruitment Life Cycle including co-ordination with the Hiring Managers and Technical Managers to build effective sourcing, assessment, and closing approaches by understanding the skills.
- To ensure recruitment effectiveness (Target Vs actual) for the allocated BU, maintaining a tracker of open positions and meet the TAT adherence and closing the critical roles in defined timeline.
- Handling initial round of HR interview in order to judge the candidate's suitability, attitude, academic & professional qualification, experience, communication.
- Working on IT positions.
- Leverage multiple recruiting tools and tactics involving Naukri, LinkedIn, Indeed, Hrist, RecruitEm.

- Effectively manage communications with candidates, post process feedback, salary negotiations and final closures within dedicated timelines
- To help operations team in data providing as and when required, to help in designing HR policies etc.

Professional Achievements:

Awarded as Best performer in Recruitment in Agile Cockpit

Strengths & Skills:

- Convincing, Optimistic, Quick Learner, Smart Worker, Self-dependent with ability to work in multicultural Environment.

Academic Credentials:

- M.A. from Vikram University Ratlam, Madhya Pradesh (63%)

Personal Dossier:

Father's Name : Late Mr. Babu Algani
Permanent Address : F - 302, Hyatt residency, Sarkhej Ahmedabad-382210

Declaration:

I hereby declare that the above written particulars are best of my knowledge and belief.

Sabiha Algani