

# Sania Fathima

BBA

Enthusiastic BBA student passionate about combining business knowledge with practical skills to create impact. Practical knowledge in recruitment and sales acquired through internships, with strong skills in communication, data analysis, and client engagement. Adaptable, eager to learn, and committed to contributing innovative ideas and a strong work ethic to help organizations achieve their goals.

 fathimasania76@gmail.com

 9206838162

 Bengaluru, India

## EDUCATION

### Bachelor of Business Administration

Mount carmel college

06/2023 - Present

CGPA- 8.33

Bangalore

### Pre-University Course(PUC)

Presidency PU College

06/2021 - 04/2023

92%

Bangalore

### CBSE 10th Grade

Army Public School,PRTC

04/2020 - 04/2021

72%

Bangalore

## SKILLS

Leadership

Interview Coordination & Scheduling

Co-ordinating with clients

Adaptability & Quick Learning

Candidate Sourcing

Strong Communication

End-to-End Recruitment

Collaborative Teamwork

Recruitment Database Management

Time Management & Multitasking

## WORK EXPERIENCE

### Recruitment Intern

2SR innovations

04/2025 - 07/2025

Bengaluru

Achievements/Tasks

- **Collaborated** with the HR team to execute end-to-end recruitment activities, supporting talent acquisition for diverse roles.
- **Sourced** 200+ potential candidates through job portals, LinkedIn, and professional networks within the internship period.
- **Screened** and shortlisted over 100+ resumes based on job-specific requirements, improving quality of shortlisted candidates by 25%.
- **Engaged** with 80 potential candidates, providing role details and enhancing candidate experience.
- **Coordinated** and scheduled 40+ interviews, ensuring smooth communication between candidates and hiring managers.
- **Updated** and maintained recruitment database with 100% accuracy for seamless tracking of candidate progress.
- **Conducted** 20+ initial screening interviews to evaluate skills, experience, and cultural fit.
- **Assisted** in onboarding 10 new hires, ensuring timely documentation and smooth integration into the company.
- **Generated revenue of ₹4 lakhs** through successful placements and recruitment support.

### SALES INTERN

Youinity.in

01/2024 - 01/2024

Bengaluru

Achievements/Tasks

- **Assisted** the sales team in achieving revenue targets by supporting lead generation and customer engagement activities.
- **Facilitated** the sales process by delivering qualified leads for follow-up and conversion.
- **Participated** in lead generation initiatives to strengthen the sales pipeline.
- **Interacted** with potential customers to present products/services and build rapport.

## TECHNICAL SKILLS

Power BI / Tableau

Microsoft Office Excel, Word, Powerpoint

SQL (Basic Queries, Data Extraction)

## CERTIFICATES

MICROSOFT CERTIFIED AZURE AI FUNDAMENTALS (11/2024)

MILES EDUCATION AI CERTIFICATE (07/2025)

## LANGUAGES

English

*Native or Bilingual Proficiency*

Kannada

*Professional Working Proficiency*

Hindi

*Native or Bilingual Proficiency*