

Sania Fathima

BBA

Analytical and detail-oriented BBA student with hands-on experience in recruitment, sales, and data operations. Skilled in data management, cleansing, and transformation using Excel, Power BI, and SQL (basic). Proficient in identifying data quality issues, structuring datasets, and delivering insights to support business decision-making. Strong communication, problem-solving, and collaboration skills with the ability to adapt quickly in dynamic environments.

 fathimasania76@gmail.com

 9206838162

 Bengaluru, India

EDUCATION

Bachelor of Business Administration

Mount carmel college CGPA- 8.33

06/2023 - Present

Bangalore

Pre-University Course(PUC)

Presidency PU College 92%

06/2021 - 04/2023

Bangalore

CBSE 10th Grade

Army Public School,PRTC 72%

04/2020 - 04/2021

Bangalore

WORK EXPERIENCE

Data & Recruitment Intern

2SR innovations

04/2025 - 07/2025

Bengaluru

Achievements/Tasks

- Investigated and addressed **data accuracy issues** in the recruitment database, ensuring **100% accuracy** in candidate tracking and reporting.
- Collaborated with HR and operations teams to **standardize and streamline candidate sourcing and screening processes**, improving efficiency by **25%**.
- Coordinated and scheduled **40+ structured interviews**, ensuring smooth communication between hiring managers and candidates.
- Conducted **20+ initial screening interviews**, analyzing skills, experience, and cultural fit to provide **quality candidate shortlists**.
- Contributed to **process improvements** by proposing optimized screening methods and leveraging LinkedIn and job portals for **data-driven sourcing**.
- Assisted in onboarding **10 new hires**, ensuring documentation accuracy and smooth integration into the company.
- Generated measurable business impact by supporting successful placements and contributing to a **₹4 lakhs revenue increase**.

SALES INTERN

Youinity.in

01/2024 - 01/2024

Bengaluru

Achievements/Tasks

- Supported the sales team in lead **data management**, ensuring accurate **tracking, and reporting** of qualified leads and customer engagement activities.
- Facilitated sales processes by **analyzing and prioritizing leads**, improving follow-up efficiency and conversion rates.
- Collected and analyzed **customer interaction data** to support sales presentations and product positioning.
- Participated in **data-driven lead generation campaigns**, contributing to higher engagement.

SKILLS

Leadership

Analytical Mindset

Customer/Client Focus

Adaptability & Quick Learning

Problem - Solving

Strong Communication

Process - Oriented Approach

Collaboration & Teamwork

Database Management

Time Management & Multitasking

TECHNICAL SKILLS

Power BI / Tableau

Microsoft Office Suite 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