

SANA SEHRASH AZIZ

Talent Partner

Mobile No: +91 9945620174 Email Id: saiz632@gmail.com Address: Bengaluru, Karnataka, India

LinkedIn: <https://www.linkedin.com/in/sanasaziz/>

A dynamic and results-driven Talent Acquisition professional with over 9+ years of comprehensive experience in end-to-end recruitment and strategic talent planning. Aspiring to leverage my expertise in stakeholder management, team mentoring, and innovative hiring strategies in a Talent Partner role. Committed to collaborating closely with leadership to align talent acquisition strategies with organizational goals, building diverse and high-performing teams, and driving initiatives beyond sourcing and screening to deliver impactful business outcomes.

Professional Summary

- Proficient in full-cycle recruitment, including sourcing, screening, candidate engagement, offer negotiation, and onboarding.
- Strong background in collaborating with stakeholders,vendors and leadership to align talent strategies with business objectives, ensuring timely and high-quality hires.
- Proven ability to build and scale teams from the ground up, contributing to organizational growth by hiring 250+ professionals across various levels and functions.
- Skilled in mentoring junior recruiters, and driving recruitment strategies that optimize cost and efficiency.
- Experienced in using Applicant Tracking Systems (ATS) such as Darwin Box, Greenhouse and Ashby, ensuring seamless hiring workflows and compliance.
- Expertise in sourcing through diverse platforms, including LinkedIn Recruiter, Instahyre, IIMjobs, Naukri, and other niche platforms, ensuring access to top-tier talent.

Technical Skills

- Applicant Tracking Systems (ATS)
- Darwinbox
- Ashby
- Greenhouse
- Goodtimes

Core Competencies

- Technical Recruitment
- Non Technical Recruitment
- Stakeholder Collaboration
- Process Improvement
- Employer Branding
- Offer Negotiation
- End-to-End Recruitment
- Post-Offer Follow-Up (POFU)
- Vendor Management
- Pipeline Development
- Employee Onboarding
- Performance Management
- Market Research
- Mentoring

Work Experience

Sep 2020 - Sep 2024

Assistant Manager -Talent Acquisition

TreeboHotels

Growth Path:

Assistant Manager -Talent Acquisition | Jan 2022 - Sep 2024

Senior Talent Acquisition | Apr 2021 - Dec 2021

Recruiter | Sep 2020 - Mar 2021

Achievements & Tasks:

- Spearheaded end-to-end recruitment for both TreeboHotels and its software division- Hotel Superhero, with a primary focus on tech, design, and product roles, along with non-tech positions across all levels, from interns to senior leadership.
- Prepared and presented daily, weekly & monthly pipeline tech & non-tech hiring reports to the Co-founders, Business Heads and Engineering Heads providing data-driven insights and updates on recruitment progress.
- Owned the entire tech hiring process, encompassing sourcing, screening, Post-Offer Follow-Up (POFU), and onboarding, ensuring timely delivery and quality hires.
- Achieved an exceptional offer acceptance rate of 95% by optimizing post-offer engagement and follow-up processes.
- Collaborated with stakeholders and vendors to align hiring goals and streamline processes.
- Organized and executed offline & online campus hiring initiatives for tech & non-tech roles, securing fresh talent.
- Mentored and guided interns and junior recruiters, fostering their development and enabling them to contribute effectively.
- Successfully scaled the team from 10 to over 100 members, contributing to organizational growth by hiring 250+ employees (including 100– 150 in tech roles), covering positions such as Engineering Managers, Principal Engineers, Designers, and SDETs & non tech positions for Sales Support & Brand Marketing roles.
- Designed and developed the Employee Handbook for the tech team, ensuring a comprehensive and engaging resource for new and existing employees.
- Launched the campaign of Meet The Treeb,Meet The Superhero & Gharwapsi (rehires) in LinkedIn for both Treebo Hotels and Hotel Superhero page.
- Led the implementation of ATS Darwin Box, streamlining processes for candidate feedback surveys, improving hiring workflows, and optimizing candidate experiences.
- Onboarded a reasonable tech hiring platform Equip which eventually helped in cost optimization by reducing the costs by 50%.

May 2017 - Sep 2020

Sr. Talent Acquisition

Achievements & Tasks:

- Managed end-to-end recruitment for both tech and non-tech roles and responsible for candidate engagement until onboarding.
- Being an individual contributor reported directly to the Founder while ensuring alignment of recruitment strategies with business objectives.
- Successfully recruited top talent for product-based companies and e-commerce startups, including JDA Software, Bounce, Amagi Media Labs, Collective Media, Y Media Labs, Tellius, Practo, Rentomojo, Gojek, Dkatalis Labs, and Mindbody.
- Specialized in hiring for a variety of roles, such as Frontend Developers (JavaScript, AngularJS, ReactJS, Flutter, React Native), Backend Developers (Java/J2EE, NodeJS), Fullstack Developers, UI & Java Architects, UX & Graphic Designers, QA/SDET Engineers, Corporate/Inside Sales, SEO/SEM Executives, Brand Marketing Managers, and Android/iOS Developers.
- Demonstrated exceptional ability to convert challenging and high-priority positions for renowned organisations, earning appreciation and recognition from the Founder & in turn enhancing the organization's credibility and client satisfaction.
- Proactively implemented strategies to ensure a smooth hiring process and high offer-to-join ratios by giving excellent candidate experience, contributing to organizational success.

Jan 2015 - Nov 2016

Staffing Specialist (IT Recruitment)

Pylon Management Consulting

Achievements & Tasks:

- Specialized in end to end recruitment for a variety of IT and non-IT roles, ensuring alignment with client needs and job requirements.
- Served as the Point of Contact (POC) for clients, including SAP Ariba, Akosha/Helpchat, and Impetus Infotech, managing seamless communication between clients and the backend team.
- Mentored junior team members, guiding them in recruitment processes and successfully helping them close critical positions.
- Recruited for product-based companies, e-commerce platforms, and startups, such as SAP Labs, VMware, Tata Analytics, Amazon, Practo, Rentomojo, Ajo.com, Cambium Networks, Moonfrog Labs, and Hortonworks.
- Successfully hired for diverse positions, including Frontend Developers (JavaScript, AngularJS), Backend Developers (Java/J2EE, NodeJS), Full stack Developers, UI Architects, UX & Graphic Designers, SDET/QA Engineers, Hybris Engineers, Java E-commerce Engineers, Game Designers, Android & iOS Developers, and even niche roles like Fashion Designers & Stylists.
- Awarded Star Performer of the Year (2015) for generating the highest revenues and closing the most positions.
- Recognized as part of the Best Team (2015), contributing to exceptional results and exceeding client expectations.
- Earned a Special Incentive Plan (SIP) for achieving record-breaking revenues in the 2nd Quarter (2015).
- Demonstrated exceptional performance by completing probation in 4 months instead of the standard 6 months, setting a benchmark for the team.

Education

Masters of Business Administration (MBA) in HR and Marketing

Dayananda Sagar Institutions, Bangalore
(2012 - 2014)

Advanced Diploma in Fashion Designing

International Institute of Fashion Design (INIFD), Kolkata
(2009 - 2011)

Bachelor of Arts (BA) in Political Science

St. Xavier's College, Kolkata
(2006 - 2009)

Certifications

- **SourcePRO Certified Recruitment Professional & Sourcing Program** (SourcePRO - 2020)
- **Sourcing Level 1** (Recruiting Monks - 2020)
- **Hirist Tech Recruiter Certification** (Hirist.com - 2020)
- **Tech Recruitment Certified professional** (Devskiller - 2020)
- **2020 Recruiting] : Talent Acquisition & Hiring (Version2)** (Udemy - 2020)
- **Sourcing Level 2** (Recruiting Monks - 2020)