

## Contact

7989928086  
sanafatima.rwsm@gmail.com

## Skills

Good Managerial Skills  
Good Communication Skills  
Typing 30 Wpm  
MS Word & Excel  
Content Moderation

## IT Skills

Ms Excel  
ms word

## Courses & Certifications

MBA finance

# Sana Fatima

Hyderabad / Secunderabad, Telangana

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Excellent communication skills to convince potential clients and customer.

## Experience

### Genpact

Process Associate  
Feb 2022 – Mar 2023

Worked as a process associate at genpact on content moderation projects.

Operations Manager  
Jun 2018 – Oct 2022

Worked as an operations Manager for a recruiting firm. Major roles include:

- \* Recruiting
- \* Client Management
- \* Assigning respective tasks to given team
- \* office expense management

## Education

### Master OF Business Administration (M.B.A)

Finance  
Siddhartha Institute of computer science  
2018 (Full time)

## Awards

### Star employee

Jan 2023  
Awarded star employee