**SANA ARIF BHATTI**

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**Professional Summary**

Dedicated to enhancing organizational operations with an analytical and disciplined approach. Able to work with minimal direction to solve problems, resolve conflicts and respond to customer inquiries.

**Professional Experience**

**HR Intern – Ibex Global TRG Sep. 2018 – Dec. 2018**

Worked under the capacity of HR Intern in the Recruitment and Selection department where my key responsibilities were:

* Performed initial candidate assessment and analysis to begin research process
* Verified data integrity and accuracy
* Analyzed departmental documents for appropriate distribution and hiring
* Responded to customers’ requests via telephone and email
* Copied, logged and scanned supporting documentation.

**Business Intelligence Research Analyst – Ingenious Tribe Global Solutions Aug. 2019 - Present**

Working under the capacity of Business Intelligence Research Analyst in Due Diligence department where my key responsibilities are as following:

* Consulting with management and relevant stakeholders to define goals.
* Researching, developing, and implementing data-gathering methods.
* Analyzing and synthesizing data.
* Reporting back on your findings and suggesting solutions.
* Collaborating with coworkers and management to implement improvements.
* Evaluating the effectiveness of implemented strategies.

**Core Competencies and Skills**

Excellent written and verbal communication skills IHighly organized and efficient I Ability to work independently or as part of team I Leadership skills and ability to motivate I Conflict resolution ISelf-motivated.

**Education**

* Bachelor’s of Business Administration in Human Resource Management Jan. 2016
* Master’s of Business Administration in Human Resource Management Jan. 2019

**Extra-Curricular Activities**

Writing poems and short stories I Reading I Blogging I Astrology I Music

**References**

* Will be provided upon request