



# Sana Rehman

Chief Resources Officer & Co-founder,  
**Aliff Capital**

Sana Rehman is a Qualified CIPD (Level 5) and seasoned HR professional with over 13 years of experience in HR business partnering, strategic HR management, and organizational transformation. As the Chief Resources Officer and Co-founder of Aliff Capital, Sana excels in driving HR initiatives that align with business goals, fostering a productive work environment, and spearheading employee engagement and development programs. Her expertise includes talent acquisition, HR operations, compensation and benefits, and HR compliance.

## Education

2011

**MBA in Human Resource**

IQRA University, Karachi, Pakistan

2004

**B.Sc (Hons)**

University of Karachi, Pakistan

## Expertise

- HUMAN RESOURCES MANAGEMENT
- HUMAN RESOURCES CONSULTANCY
- RECRUITMENT & SELECTION
- TRAINING & DEVELOPMENT
- EMPLOYEE ENGAGEMENT
- HR OPERATIONS
- COMPENSATION & BENEFITS
- PERFORMANCE MANAGEMENT
- EMPLOYEE RELATIONS
- COMPLIANCE & LABOR LAWS
- BUDGETING & PLANNING
- CROSS-FUNCTIONAL COLLABORATION
- CANDIDATE SOURCING
- CANDIDATE INTERVIEWING
- BOOLEAN SEARCH
- JOB DESCRIPTION WRITING
- CANDIDATE EVALUATION
- CANDIDATE SOURCING
- CANDIDATE RECRUITING
- CANDIDATE INTERVIEWING
- CANDIDATE SOURCE LIST

## Language

English

Arabic

Hindi

Urdu

## Experience

**January 2023 - Present**

Aliff Capital

### CRO and Co-Founder

- Leading the HR strategy and operations, ensuring alignment with organizational goals and market demands.
- Overseeing talent acquisition, HR operations, and employee engagement initiatives to drive business growth and productivity.
- Implementing digital HR systems to enhance efficiency and reduce operational costs.
- Managing a team of HR professionals to deliver comprehensive HR services to the organization.

**April 2018 – Present**

Pak Suzuki Motor Company Limited, Pakistan

### Deputy Manager (Section Head)

- Managed organization-wide recruitment, training, manpower budgeting, and planning for over 180 additions and replacements.
- Provided strategic HR solutions to business unit heads, ensuring compliance with local labor laws and company policies.
- Led digital transformation initiatives, including the implementation of HRIS and ATS systems, improving efficiency and reducing errors.

**August 2017 – March 2018**

Goodcore Pvt Limited/Robotics Lab Limited, Pakistan

### Assistant Manager HR (HR Head)

- Managed the HR department for a leading software and STEM education company, overseeing recruitment, onboarding, HR operations, and employee offboarding.
- Played a pivotal role in ensuring smooth HR operations for 100+ employees, contributing to a positive work environment and employee satisfaction.

**October 2015 – April 2017**

Kompass Pakistan Private Limited, Pakistan

### Manager - HR & Compliance,

- Established and led the HR department, overseeing recruitment, training, HR operations, and payroll administration.
- Developed and implemented HR systems, significantly reducing staff turnover through effective counseling, coaching, and employee engagement strategies.

**July 2011 – December 2012**

Kompass Pakistan Private Limited, Pakistan

### Manager - HR & Compliance,

- Established and led the HR department, overseeing recruitment, training, HR operations, and payroll administration.
- Developed and implemented HR systems, significantly reducing staff turnover through effective counseling, coaching, and employee engagement strategies.