

Sabiha

Green Town Street No 3
District Bahawalpur
03087736060
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Experience

BPO Wizard, Bahawalpur— Research Project Coordinator - Talent Sourcing Specialist

February 2023 - 2025 Present

- Supported international clients with sourcing and screening across industries.
- Delivered talent pipelines, managed communications, and improved placement success.

Amazon Course Instructor (Freelance)

July 2022 – Jan 2023

- Provided eCommerce support, supported students to develop their clients stores.

Amazon Virtual Assistant (Freelance)

Dec 2019 – Jun 2022

- Provided eCommerce support, including research and store management.

Teacher

Nishat School, Kahrora Pacca | 2019

- Taught academic subjects and supported student development.

Education

MBA (HRM) – IUB, Bahawalpur | CGPA 3.49

B.Sc. (Computer Science & Economics) – IUB

ICS – B.I.S.E. Multan

Matric – B.I.S.E. Multan

Core Skills

- Recruitment Process Outsourcing (RPO)
- Candidate Sourcing (LinkedIn, Job Boards)
- Resume Screening & Shortlisting
- Offshore & Remote Staffing
- Back-office Hiring Coordination
- ATS Familiarity
- Boolean Search Techniques

Awards

Client onboarding certificates

I successfully onboarded 2-3 clients and got bonuses on that with certificates

I got bonuses from my clients when ever we got someone placed to the job we are working

I got 3 promotions in my 2 years journey at BPO Wizard

Languages

English | Urdu | Saraiki