

# ANKIT VIJAY

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Results-driven Data Analyst with **1.5+ years of experience at ADP**, a Fortune 500 company, delivering data-driven insights and supporting decision-making across **cross-functional** teams. Skilled in **SQL, Excel, Power BI, and Python**, with hands-on expertise in HR analytics, dashboard development, and stakeholder collaboration. **Certified in Google Advanced Data Analytics**, with a strong foundation in **visualization, and reporting**.

## SKILLS

Analytics & Visualization:	Power BI, Excel, MySQL
Languages & Libraries:	Python (Pandas, NumPy, Matplotlib), SQL
Data Handling:	Power Query, ETL, Data Cleaning
Soft Skills:	Stakeholder Collaboration, Attention to Detail, Communication, Problem Solving

## Work Experience

Analyst   ADP, Hyderabad	08/2023 – Present
<ul style="list-style-type: none"><li>Collected, structured, and analyzed large sets of HR and recruitment-related data, including <b>payroll metrics</b>, new <b>business data</b>, and <b>workforce statistics</b>, to support ongoing headcount planning and hiring strategies.</li><li>Developed and managed <b>interactive Power BI dashboards</b> and comprehensive Excel reports to help internal teams monitor hiring trends, employee movements, and other <b>key performance indicators</b>.</li><li>Collaborated closely with <b>cross-functional teams</b> such as recruitment, operations, and reporting units to <b>gather requirements</b>, understand reporting goals, and deliver <b>data-driven</b> solutions tailored to business needs.</li><li>Used <b>SQL to extract and filter</b> relevant information from internal systems for use in standard <b>reporting tasks</b>, supporting timely decision-making for HR and business teams.</li><li>Maintained high levels of accuracy and consistency in weekly and monthly <b>reporting</b> deliverables by following <b>structured reporting</b> templates and <b>validating data before distribution</b>.</li></ul>	
Tools used: SQL, Excel, Data Analysis, Power BI, Python, Power query	

## PROJECTS

HR Analytics: Employee Attrition & Performance Insights   Power BI, ETL, Data Trend Analysis ( <a href="#">Link</a> )	
<ul style="list-style-type: none"><li>Developed a dynamic <b>HR dashboard</b>, uncovering insights that led to a 10% <b>decrease in attrition</b> and a 12% boost in <b>performance metrics</b>.</li><li>Implemented <b>ETL</b> processes and trend analysis on HR datasets to generate <b>actionable insights</b>.</li><li>Presented strategic recommendations to reduce attrition and enhance <b>employee engagement</b> using data-driven storytelling.</li></ul>	
Blinkit: Sales & Customer Satisfaction Analysis   Power BI, Data Modelling and Cleaning, DAX ( <a href="#">Link</a> )	
<ul style="list-style-type: none"><li>Analysed sales performance and customer satisfaction, identifying <b>Key Performance Indicator (KPI)</b> that could lead to a 15% increase in sales and a 10% boost in satisfaction.</li><li>Developed <b>Power BI dashboards</b> with up to 5 actionable insights through data cleaning and DAX calculations, driving potential business improvements.</li><li>Recommended strategies for a 12% reduction in inventory costs and overall sales growth.</li></ul>	
Diwali Sales: EDA & Sales Optimization   Python, Data Visualization, Strategic Insights ( <a href="#">Link</a> )	
<ul style="list-style-type: none"><li>Conducted <b>Exploratory Data Analysis (EDA)</b> on Diwali sales data using <b>Python</b>, identifying patterns that could optimize sales strategies.</li><li>Generated actionable insights that contributed to a projected 12% increase in sales revenue and enhanced <b>customer retention</b> strategies to boost repeat purchases by 10%.</li><li>Utilized <b>visualizations</b> to communicate findings to stakeholders, supporting data-driven decision-making for future sales campaigns.</li></ul>	

## EDUCATION

Bachelor of Technology in Civil Engineering	08/2019 – 07/2023
Jaipur Engineering College and Research Centre	Percentage - 87.7

## Certifications & Extra-Curricular Activities

<ul style="list-style-type: none"><li><b>Certified in Google Advanced Data Analytics course.</b></li><li><b>Placement Coordinator of branch</b> in college, directed efforts to assist students in securing employment opportunities, achieving a placement rate exceeding 70%.</li><li><b>Founded The Dice</b>, guiding a team of 11 dedicated individuals focused on feeding and caring for street animals, successfully <b>Ensured sustenance to over 500 street animals</b>.</li></ul>	
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