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**Professional Summary:**

**Name: -Moumita Basak**

**Mobile Number: +32467726331**

**Email: -** **moumita.basak32@gmail.com**

* Having total 4.6 years of experience in Microsoft Power BI, HR.
* Currently I am undergoing “Data Visualization specialization” course from Arizona State university in the U.S.A.( Started July 2019).
* Worked Intensively In Power BI Desktop and Service.
* Implementation and delivery of MSBI platform solutions to develop & deploy ETL analytical reporting on SQL Server using SSIS, SSAS and SSRS.
* Implementation and delivery of Microsoft Power BI solutions which includes extraction, transformation, loading, modeling and publishing reports.
* Certified in SAP SuccessFactors(EC)(Q2/2015 S user Id S0015736691).
* Managed to complete Dutch language course till B1 level in past 1 year from Brussels, Belgium.
* Having good communication skills and ability to judge people based on their thoughts.
* Possess excellent interpersonal, communication and organizational skills with proven abilities in team management and planning.
* Proven experience in interacting with client and a good team player.
* Flexible to learn new technologies, both on-job and through self-learning.
* Having willingness to enhance skills even more in future.

***Technical Expertise:***

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| **Elements** | **Particulars** |
| Microsoft Power BI | Microsoft |
| SuccessFactors | SAP(SF) |
| Programming Languages | HTML, CSS, Java script, Php, SQL. |
| Domain Knowledge | IT/ SAP/HR |
| Data Visualization Specialization course from Arizona State university (In progress) | Visualization techniques, Python, |

***Experience Details:***

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| **Name of The Organization** | **Designation** | **Joining Date** | **Relieving Date** |
| PROCLAN SOLUTIONS PRIVATE LIMITED | Power BI Developer | Aug 2016 | Jan 2018 |
| ACCENTURE | HR IT Recruitment Assistant | Sep 2014 | Dec 2014 |
| SOURCE ONE MANAGEMENT | IT Recruiter | Feb 2013 | Dec 2013 |
| KALYANI MOTORS | Recruiter | Apr 2012 | Jan 2013 |
| METSO | Internship | Oct 2011 | Dec 2011 |

***Project Details:***

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| **Company Name:** | ***PROCLAN SOLUTIONS PRIVATE LIMITED*** | |
| **Industry** | Retail | |
| Company  Description | Professional Consulting & Software Development Services, we are the trusted Adviser to the world's leading business. | |
| Duration | August,2015 | January,2018 |
| Role | Microsoft Power BI Developer. | |
| Responsibilities | * Managed to design, development, and implementation of reporting and analytics solutions that deliver information efficiently, with the end goal to solve business challenges and achieve business objectives using Microsoft Power BI. * Identify areas of improvement to optimize data flows. * Documentation of source-to-target mappings, data dictionaries, and database design. * Worked On Power pivot,Power View * Experiences in designing and developing(SSRS) reports using data from ETL loads, SSAS cubes and various heterogeneous data source. * Proficient in creating configuring workflows designed in MS SQL Server Integration Services (SSIS) * Implementation and delivery of MSBI platform solutions to develop & deploy ETL analytical reporting on SQL Server using SSAS, SSIS, SSRS. * Good understanding of data warehouse design concepts, principles and database structures. * Worked on front end reporting and analytics platforms including tabular data modeling, Power BI Report and Dashboard development. * Knowledge of Power BI concepts and DAX query language. | |
| Team Size | 6 | |

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| **Company Name:** | ***ACCENTURE*** | |
| **Project Name** | AEE | |
| Company  Description | Accenture PLC is a global [management consulting](https://en.wikipedia.org/wiki/Management_consulting) and [professional services](https://en.wikipedia.org/wiki/Professional_services) company that provides strategy, consulting, digital, technology and operations services. It has its headquarters in [Dublin](https://en.wikipedia.org/wiki/Dublin), [Ireland](https://en.wikipedia.org/wiki/Ireland). | |
| Duration | September, 2014 | December, 2014 |
| Role | HR Assistant | |
| Responsibilities | * Daily calling activities. * Take the nomination from the interviewer. * Conducts benefits enrolment for new employees. * Submits the online investigation requests and assists with new employee background checks. * Assists with processing of terminations. * Schedules meetings and interviews as requested by HR Manager. * Processes mail. * Scheduled HI revue interview. * Maintained end-to-end feedback procedures for candidates. * Working on Abacus and share point to updating candidate basic details, leave request, attendance, daily reports, and bulk uploads etc. | |
| Team Size | 20 | |

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| **Company Name:** | ***SOURCE ONE MANAGEMENT*** | |
| **Project Name** | Skilled Resource | |
| Company  Description | Source One: 10-year-old ISO certified company & is one of the fastest growing IT Services, Consulting, Recruitment and Outsourcing company from India with offices currently in Bangalore (HQ) India.  Source One is an authorized SAP Partner and offers SAP Education services in Academic Training, Corporate Training and Student Academy for Colleges and Universities.  IT provide cost-effective solutions to our clients to maximize their returns. Our versatile business model and unique delivery methodologies help us achieve better results. | |
| Duration | February, 2013 | December , 2014 |
| Role | IT Recruiter | |
| Responsibilities | * Screening of CVs * New joining formalities. * Recruitments. * Using Accenture Job Portals for posting jobs. * Preparing daily reports, revenue reports and another necessary tracker and sending it to manager. * Doing negotiation with the candidates for compensation and notice period. * Preparing files and excel sheets to keep the candidates data and their status. * Headhunting people and getting the suitable resources as per the job opening. | |
| Team Size | 15 | |

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| **Company Name:** | ***KALYANI MOTORS*** | |
| **Project Name** | Non-IT | |
| Company Description | Kalyani Motors is one the best authorized Maruti Suzuki car sales and service dealer in Bangalore(India). | |
| Duration | April, 2012 | January, 2013 |
| Role | *HR* | |
| Responsibilities | * End to end recruitment for non-IT industries (manufacturing, retails, service, logistics, management etc.). * Handling entry level mid-level and hire level requirement for MNC clients. * Sourcing from job portals, screening and initial HR interview. * Domain specific sourcing. * Market intelligence through secondary data sources. * Scheduling interview with the candidates and work as a coordinator between clients and candidates. | |
| Team Size | 4 | |

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| **Company Name:** | ***METSO*** | |
| **Project Name** | Fresh Resource | |
| Company  Description | Metso is a Finest industrial machinery company focusing on providing technology and services for mining, aggregates, and oil and gas, recycling, pulp and paper and other process industries. | |
| Duration | October, 2011 | December, 2011 |
| Role | Internship | |
| Responsibilities | * Sourcing. * Screening resumes. * Writing job descriptions. * Scheduling interviews. * Documentation about selected candidates. | |
| Team Size | 3 | |

***Qualification Details:***

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| **Sl. No.** | **Degree** | **Branch** | **Year of Passing** | **Name of the College / Institute** | **Name of the University** |
| 1 | MBA | IT & HR | 2012 | IIBS. (Bangalore India) | Bharathiar University, University in Coimbatore, India |
| 2 | PGPBM | Banking & Insurance | 2012 | IIBS. (Bangalore India) | Bharathiar University, University in Coimbatore, India |
| 3 | BA | Economics | 2010 | Pandu College.  (Assam, India) | Guwahati University, India |

***Trainings Obtained:***

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| **Name of the training** | **Course Date** | **Duration** |
| Data Visualization specialization | 2019 | 2 months |
| Microsoft Power BI | 2015 | 3 weeks (Internal Training). |
| SAP SuccessFactors | 2015 | 3 Months |
| HR module | 2014 | 3 Months |
| Call etiquettes | 2014 | 1 week |
| Email etiquettes | 2013 | 1 week |
| Soft skill and Negotiation | 2012 | 1 Week |

***Personal Information:***

* ***Name*** : **Moumita Basak**
* ***Date of Birth :*** 7th May 1988.
* ***Nationality*** : Indian
* ***Gender***  : Female
* ***Marital Status*** : Married
* ***Language***  : Dutch(B1 level) from CVO Brussels, Belgium (since May 2018 to March 2019),English, Hindi , Bengali
* ***Work Permit*** : Not required.

***Declarations:***

I hereby declare that the information furnished above is true to the best of my knowledge.

**(Moumita Basak)**