**AtliQ HR Analyst Power-BI Project**

Project Overview:  
In this challenging project, HR manager provides a data of attendance of 3 months of 2022 in the form of Excel sheets and she requires some insights from this data. Now, as a data analyst, it is most important for me to listen and try to understand the requirements.

HR manager requirements are as follows:  
1. The working preference of people between WFH and WFO?  
2. The percentage of Sick leave to monitor employee wellness?  
3. How much percent of people are present on a given week or a month?  
4. Which day in a week when most of the people are present so that they can plan an event on that day?  
5. The pattern of sick leave so if there is a situation of epidemic or flu, they can do proper precaution or special measure.

Approach:  
1. Data Cleaning and Data Transformation using power query editor: Combine the data from multiple sheets that has different column names, transform all the dates in different columns to one column, Created custom columns etc.  
2. Build KPI's: I used to build key performance indicators like Presence %, WFH %, SL % using different formulas.  
3. Formulas used: During the process of creating measures, I frequently used Switch, Divide, Calculate, Sum formulas.  
4. Charts: I have used area chart and trend line to show the insights clearly.

Key Insights Drawn:  
1. Presence % by month is declining so, It may be due to summer season.  
2. WFH % of working people is increasing.  
3. SL % is little bit increasing.  
4. Most of the employees prefer WFH on Friday.  
5. Most of the employees are present on Monday.

# Tools Used:

1. Microsoft Excel  
2. Power BI Desktop

Visualization Used:  
1. Table  
2. Matrix  
3. Area Chart  
4. Slicer  
5. Card

# Outro:

This Dashboard and Project will be useful to track attendance and patterns of leaves taken by the employees for the HR and Management level staffs.

# Final Dashboard:

All the graphs generated are interactive

