i have my mid year review with my boss, i have to showcase what i did since january. i need your help in preparing a ppt for the same or a one pager. can u helpmaking me one. i willl tell u the details of tasks which i completed or am wori=king on currently. and what is next in my BoW. How i helped my team by automating their tasks. see my job is to automate their BAU activities that are related to finance, headcount, cost etc. alon with it i learnt / explored Alteryx as well, along with it I completed Data Strrytelling for Business -VILT , working on Qlik for creating dashboards, created dashboards fro msctracth for Anaplan and Cost templates, and then wrote automation code to make split reports, also created a File splitter tool:

1. Completed tasks:
   1. HDPI GL Extract Automation for revathy – February [ 72 hrs annually]
   2. Anaplan support for Himanshu – Ongoing (Majorly during Jan-April)
   3. Anaplan Report Base File Preparation, created and updated the Anaplan consolidated report. [Feb-March]
   4. Anaplan Rate File: Automated python script to generate rate card based on RTN+Country+GCB Level [March]
   5. Anaplan Report excel dashboard to serve as base for split files created. [Feb- March]
      1. Macro was initially prepared. But was taking too long.[March]
      2. Created
   6. GSC JML File Automation – Himangi (Feb) [Saved 12 hrs Annually, added accuracy and is faster and more efficient , ensures consistency, reduced the final size tremendously]
   7. GSC Recharges Process : Two phases completed and delivered, saves 192 hrs annually.
   8. Updating all the existing codes to align with new Structur.al changes in L3/L4: [March]
      1. Leavers Process
      2. TL process
      3. JML File
      4. Hiring Review File
      5. HC Walk File and so on
2. Upcoming completions:
   1. GSC Recharges Third phase is paused , awaiting time from Tamil, he is busy with billing cycle work] [ once completed it will save 36 hrs annually]
   2. GIRS Activity[In Progress] [ will save 9 hrs monthly = 108 hrs annually]
   3. Anaplan Data Preparation for Global Role Exercise. [Extraction of data from Anaplan Data file and structure / calculate the data fields to be used as input for Global Roles output format. [On Going since feb, some tweaks new quests keep on coming from time to time]
   4. Cost Templates Automation –
      1. Excel dashboard is prepared from scratch.
      2. Three tools developed for complete automation
      3. UAT in progress. [ once completed will save 120 hrs annually]
   5. Transaction Lsiting Consolidation [ Once completed it will save 60 hrs, but improve efficacy and accuracy, faster and reliable data ]
3. Upcoming task, not started yet
   1. Automation of headcount summary dashboard- weekly and monthly both version are reqursted.
   2. Extention of Transaction listing tool to include Hong Kong unit
   3. Central hybrid workforce reports preparation – creating reports at MD And GCB3 leveks to optimize licence usage while delivering customized, leadership focused reports.
   4. VMO dashboard for HBEU and HBCE- automation of dashboard preparation process [ wull save 48 hrs annually’]
4. Qlik Sense Dashboards:
   1. Maintenance and updation of Qlik view for “Time to Hire” Report for Sowmya in [Jan]
   2. Resturctured Qlik sense dashboards to align dashboard views with updated structure and generated sCM views based on GS and GEC data to address evolving requirements.
   3. Developed dashboard for FRP’26, adding views for 2026-2030, with additional enhancements as needed.
   4. Regular maintenance and updation of Qlik views for
5. Interviews:
   1. Conducted interviews for new joiners
6. Learning and Development
   1. Completed the Alteryx training and did some hands on with Global roles data .
   2. Identified the use cases, analaysed pros and cons of using Alteryx within the team.
   3. Completed Data Storytelling for Business.

**1. Key Achievements (Jan – Aug 2025)**

* **HDPI GL Extract Automation** – Delivered for Revathy; **72 hrs saved annually**.
* **GSC JML File Automation** – Optimized process; **12 hrs saved annually**, improved accuracy.
* **GSC Recharges (Phases 1 & 2)** – **192 hrs annual savings achieved**.
* **Anaplan Automation** – Automated base file prep, rate card generation, and dashboard setup.
* **Structural Updates** – Scripts realigned for **L3/L4 structural changes** (Leavers, TL, HC Walk).

**2. In Progress**

* **GSC Recharges – Phase 3** – Dependency pending; **36 hrs annual savings** ahead.
* **GIRS Activity** – Testing phase; **108 hrs savings expected**.
* **Cost Templates Automation** – UAT ongoing; ~**120 hrs savings** anticipated.
* **Transaction Listing Consolidation** – Enhancing **speed and accuracy (~60 hrs savings)**.

**3. Upcoming Deliverables**

* **Headcount Summary Dashboard** – Weekly/Monthly automation.
* **Expansion of Transaction Listing Tool** – Hong Kong coverage.
* **Central Hybrid Workforce Reports** – MD & GCB3-level dashboards.
* **VMO Dashboard Automation** – HBEU & HBCE; **~48 hrs savings** expected.

**4. BAU Activities (Ongoing)**

* **Anaplan Report Splits** – Monthly business function, country, and custom regional splits.
* **Qlik View Updates** – Ensuring data accuracy and alignment for BAU dashboards.
* **Ad-hoc Data Requests** – Delivering customized datasets for urgent leadership requirements.

**5. Learning & Growth**

* Completed **Alteryx Training**; applied in global data preparation.
* **Data Storytelling for Business (VILT)** completed.
* Identified **new automation opportunities** for scalable improvements.

**Impact Summary**

* **500+ hours saved annually** through automation.
* Enhanced **accuracy, consistency, and reporting speed**.
* Created bandwidth for **strategic and analytical work**.

**Key Achievements (Jan – Aug 2025)**

* **HDPI GL Extract Automation** – Delivered for Revathy; ~72 hrs annual savings.
* **Anaplan Automation & Support**
  + Provided critical support during peak periods, ensuring smooth operations.
  + Automated base file preparation and consolidated reporting dashboards, reducing manual effort.
  + Developed Python script to auto-generate rate cards by RTN, Country, and GCB Level.
  + Built optimized Excel dashboards for split-file automation, replacing slower macros.
* **GSC JML File Automation** – Delivered for Himangi; ~12 hrs annual savings, improved accuracy, and reduced file size.
* **GSC Recharges Automation (Phases 1 & 2)** – Achieved ~192 hrs annual savings with optimized processes.
* **Structural Updates** – Realigned multiple scripts (Leavers, TL, JML, Hiring Review, HC Walk, etc.) to match L3/L4 structural changes.

**Upcoming Completions**

* **GSC Recharges – Phase 3** – Paused, awaiting inputs; ~36 hrs annual savings once complete.
* **GIRS Activity** – In progress; ~9 hrs monthly (~108 hrs annually) savings expected.
* **Anaplan Data Prep for Global Roles Exercise** – Extracting and structuring data for Global Roles; ongoing due to frequent update requests.
* **Cost Templates Automation**
  + Excel dashboard prepared from scratch.
  + Three automation tools developed.
  + UAT in progress; ~120 hrs annual savings expected post-completion.
* **Transaction Listing Consolidation** – Will save ~60 hrs annually while improving accuracy, speed, and reliability.