

SHLESHA YADAV

HR - OFFICER

CONTACT	PROFILE	EDUCATION
<p>(+91) 8588976461</p> <p>shleshayadav23@gmail.com</p> <p>G-3, Sector-5, Plot No. 138, Vaishali, Ghaziabad, U.P</p> <p>Linkedin.com/in shlesha-yadav-01b45498</p>	<p>Dedicated and motivated HR-Officer skilled in acquiring, interpreting, and analyzing data in a fast-paced environment and providing HR reports and dashboards as per requirement. Proficient in working with blend of technologies such as Tableau SQL Server Excel. A quick learner who can absorb new ideas and can communicate clearly and effectively</p>	<p><i>B. Tech/ Biotechnology/</i> <i>JAYPEE INSTITUTE OF</i> <i>INFORMATION TECHNOLOGY</i></p> <p><i>NOIDA, UTTAR PRADESH</i></p> <p><i>2012 – 2016</i></p> <p><i>Secured 81%</i></p>

SKILLS	PROFESSIONAL EXPERIENCE
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- **BI/ Visualization Tools:**
Tableau Desktop
- **Utilities:** MS Office
(Advanced-MS Excel, MS-Word, MS-Presentation),
Share Point
- **Database:** MS SQL Server
2000/2005
- **Success factor Tools:** HR Case
Management, ITM
(Integrated Talent
Management), ESS (Employee
Self- Service Tool)
- **SAP (ERP) Modules:** SAP-HR
(Personnel Administration,
Time Management)

HR-OFFICER

Ericsson India Global Services / Gurgaon / 2017 - Present

- To provide accurate and reliable **HRMS reports** to HR Heads, SSCs and managers to achieve high level of customer satisfaction.
- Regional **SPOC for Region Middle East Asia and North America** for end to end reporting requirements of the stakeholders.
- Generate and deliverer global/regional (scheduled or ad-hoc), high level and critical reports such as: **HR Governance Report, Key HR Statistics, Job Owner Reports, Workforce Forecast and Group Headcount**
- Create charts and other visual presentations and work instructions as the report requirements in **Microsoft utility**.
- Ensure quality delivery of reports by assisting on the quality checking of both on Regional and Global reports.
- Built a highly comprehensive, scalable, and effective **Tableau dashboard (HR Dashboard)** for a market area within Ericsson by using various complex features and calculations within **tableau and SQL server**
- Conducted several ad-hoc requests in Excel and Tableau for the stakeholder through **Success factors (ITM) and SAP-HRMS (P06)**.
- Organized dashboards in Tableau to analyze the employee attrition and performance.
- Exit survey and on- boarding Survey **Data Visualization** and trend analysis using Tableau.
- Created Global Mandatory Course Completion Tableau Dashboard.
- Worked with online tools such as expense reports, Travel tools and Microsoft* Office including Outlook, Word, Excel, PowerPoint.

A W A R D S

Rockstar Award/ 2018/ Q2'2018 Award

ASSOCIATE RESEARCH ANALYST

VACO BINARY SEMANTIC LTD / Gurgaon / 2016 - 2017

- Conducting **secondary research** online, **data analysis** and contributing data on Freebase (Knowledge graph)
- Performing **quality assurance** to ensure the up to date, accurate, reliable, and authentic data is available throughout the Knowledge Graph on Google search.
- Reviewing, validating, and publishing contents on Google.
- Prepared knowledge panels on music, people, medicine, awards, and movies and localized them on JavaScript interface