

PROFESSIONAL SUMMARRY

Dedicated and analytical professional transitioning from a successful career as a Technical Recruiter to a Data Analyst role. Adept at leveraging strong analytical skills, attention to detail, and experience in understanding and interpreting data to drive informed decision-making. Committed to utilizing data analysis tools and methodologies to derive actionable insights, optimize processes, and drive organizational success.

Skills

- MYSQL
- Python (Pandas, NumPy, Seaborn, Matplotlib)
- Microsoft Office: MS Word, MS Excel, MS PowerPoint
- Google Drive, Google Sheet, Google Docs Google form
- Time Management
- Teamwork and Collaboration
- Organizational Skills
- Multitasking
- Data Cleaning and Data mining
- Excel (VLOOKUP, Conditional Formatting, Pivot Tables)
- Data visualization tools such as Tableau, Microsoft Power BI
- Problem-Solving
- Computer Skills
- Attention to Detail
- Self-Motivation
- Friendly, Positive Attitude
- Active Listening

Projects

Power Bi Job Simulation || PWC

Remote - June 2024 - June 2024

- Completed a job simulation where strengthened my PowerBI skills to better understand clients and their data visualization needs
- Demonstrated expertise in data visualization through the creation of Power BI dashboards that effectively conveyed KPIs, showcasing the ability to respond to client requests with well-designed solutions
- Strong communication skills reflected in the concise and informative email communication with engagement partners, delivering valuable insights and actionable suggestions based on data analysis
- Leveraged analytical problem-solving skills to examine HR data, particularly focusing on gender-related KPIs, and identified root causes for gender balance issues at the executive management level, highlighting a commitment to data-driven decision making.

Data Analytics and Visualization Job Simulation Accenture

Remote - June 2024 - June 2024

- Accenture North America Data Analytics and Visualization
- Completed a simulation focused on advising a hypothetical social media client as a Data Analyst at Accenture
- Cleaned, modelled and analysed 7 datasets to uncover insights into content trends to inform strategic decisions
- Prepared a PowerPoint deck and video presentation to communicate key insights for the client and internal stakeholders.

Python and SQL Project for Data Analysis and Visualization – Personal Project

- Data Integration: Use Python to extract, clean, and preprocess data from various sources and store it into a SQL database for structured analysis.
- Query Automation: Execute complex SQL queries from Python to filter, aggregate, and join data, automating the data analysis workflow.

- Visualization: Generate dynamic charts and graphs in Python using libraries like `matplotlib`, `seaborn`, visualizing insights directly from SQL query results.

Career Graph

Duration	Organization	Designation
Oct 2021 – Apr 2024	Yleminc Technologies, Hyderabad, India	Technical Recruiter

Work Experience

Technical Recruiter | Yleminc Technologies

Hyderabad (Remote) - October 2021 - April 2024

Roles And Responsibilities

- Sourcing Candidates: Utilize various sourcing methods such as online job portals like Naukri, Monster, LinkedIn and referrals to identify potential candidates with technical skills
- Screening Candidates: Review resumes, conduct initial phone screens, and assess candidates' technical qualifications and cultural fit for the organization
- Understanding Technical Requirements Work closely with Clients to understand the specific technical skills and qualifications required for open positions
- Managing Candidate Pipeline: Maintain an organized database to track candidate progress, communicate effectively with candidates, and ensure a smooth recruitment process
- Interview Coordination Schedule and coordinate interviews between candidates and hiring manager, ensuring timely communication and a positive candidate experience
- Onboarding Support: Collaborate with hiring managers to ensure a smooth onboarding process for new hires, providing necessary information and support as needed
- Managing the entire recruitment lifecycle, from sourcing candidates to facilitating their seamless integration into the company upon joining.
- Conducted phone interviews to assess applicants' relevant knowledge, skills, experience and aptitudes.
- Sourced and selected applicants for technical positions within company.
- Provided exceptional candidate experience throughout the recruitment process, resulting in positive feedback and referrals.

Education

B. Com Computers - TMSS Women's Degree College
2021

Intermediate - Sri Gayatri Junior College
2017

SSC - St. Maaz High School
2015

Certification

Power BI Job Simulation Certificate of Completion - June 30th, 2024

Data Analytics and Visualization Job Simulation Certificate of Completion - June 24th, 2024

Data Analysis Project Certificate by Great Learning

Excel Certificate by Great Learning

Tableau for beginner Certificate by Great Learning

Language

Hindi, English