Recruitment Dashboard-Excel Automation Project

Hi there!

This is a real world Excel dashboard I created as part of my journey to become a professional data analyst. The project stimulates how overseas recruitement companies manage large volumes of candidates from application to deployment – with built-in tracking, reporting and automation.

Project Summary

Recruitment companies often deal with thousands of candidates, multiple clients, and tight deadlines — and tracking all that manually can be a mess. This Excel dashboard was designed to solve exactly that.

With this tool, you can easily:

- Track each candidate's status (e.g. Applied, Selected, Deployed)

- Get automatic alerts for upcoming visa expiries

- See client-wise recruitment progress

- Maintain clean, validated records

- Generate dynamic summaries using pivot tables and slicers

Why I Built This

I wanted to build something practical that:

- Solves a real business problem
- Shows my Excel automation skills
- Could be resused or customized by actual companies

Recruitment operations involve many moving parts, which makes them a perfect case for dashboard automation.

What's Included

- **Mock_Recruitment_Dashboard.xlsx**
  A working Excel file with 50+ sample candidates, formulas, visuals, and filters.
- **README.md**

Key Features

- Dashboard View – Summary with KPIs like total candidates, deployed, pending, etc.

- Client/Project Reports – Filter data with slicers to view client-wise breakdown

- Visa Expiry Alerts – Highlight candidates with expiring visas

- Data Validation – Drop-down lists to ensure clean data entry

- Conditional Formatting – Color cues for stage, visa status, and expiry

- Plug & Play – Can be instantly customized for any recruitment firm

Skills Demonstrated

- Excels Formula
- Pivot Tables and Slicers
- Data Validation and Named Ranges
- Dashboard Design Thinking
- Conditional Formatting
- Report Automation Logic

Use Cases

- Recruitment agencies managing overseas placements
- HR teams tracking candidate deployment

- Freelancers offering Excel automation services
- Any organization managing visa-based candidate pipelines

About Me

I'm currently building my portfolio in Data Analytics using tools like Excel, SQL, and Python — and this project is part of that journey.

I enjoy solving real problems with clean, automated, and scalable solutions.

📬 **Connect with me:**

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Portfolio Website: https://shakawat098.github.io/portfolio/

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