# Tejas Jakkan

*Data Scientist*

✉ jakkantejas24@gmail.com   📞 8655139464   📍 Mumbai   in linkedin   ⌂ github   ●◗ medium

## PROFILE

Aspiring data science professional with 5.3 years of experience in HR operations, combining domain expertise with advanced technical skills in Python, SQL, Machine Learning, and Data Visualization. Proficient in analyzing and interpreting complex data to drive actionable insights and strategic decisions. Passionate about leveraging data-driven solutions to solve business challenges and enhance operational efficiency.

## SKILLS

**Programming Languages:**
Python, SQL

**Data Analysis & Visualization:**
Pandas,Seaborn, Power BI, Tableau

**Machine Learning & AI:**
Machine Learning, Deep Learning, Transfer Learning, Natural Language Processing (NLP)

**Cloud Platforms:**
AWS (Cloud Deployment)

**HR-Specific Tools:**
HireCraft, ZingHR, CASPER, Bluetree, GBAMS, Beeline

**Other Tools:**
MS Office Suite

## PROFESSIONAL EXPERIENCE

**Sr. Executive - HR Operations**        09/2021 – 03/2024
*FUTURZ Staffing Solutions Pvt. Ltd.*
- Onboarded 100+ employees weekly for clients like Flipkart, Myntra, TCS, and HPE, ensuring compliance and process efficiency.
- Streamlined operations using Hirecraft, CASPER, and GBAMS, maintaining accurate employee records.
- Improved onboarding efficiency by 10% through data analysis in Excel.
- Compiled MIS reports and collaborated with stakeholders to optimize processes.
- Generated documentation (offer letters, ID cards) with data validation for accuracy.
- Led induction sessions, addressing queries and ensuring smooth onboarding.
- Monitored background checks (Securitas BGV) and managed grievance workflows.

**HR Assistant**        09/2020 – 03/2021
*Piyush Administrative Services Pvt. Ltd.*
- Supported remote onboarding for 200+ employees weekly and 1000+ monthly, ensuring smooth processes across the West region.
- Managed document categorization and upload using ZingHR software, ensuring accurate record-keeping.
- Coordinated with HRs, operations teams, and clients to streamline onboarding, improving process efficiency.
- Validated employee documents, issued offer letters, and generated productivity reports to track onboarding success.

**Specialist - Employee Experience**        07/2018 – 07/2020
*PeopleStrong HR Services Pvt. Ltd.*
- Managed onboarding processes, ensuring smooth integration for new associates.
- Coordinated 120-130 walk-in interviews per client requirements, optimizing candidate selection.

- Collaborated with Circle HRs for role allocation and smooth transition of selected associates.
- Oversaw background verification and document validation for compliance.
- Conducted induction sessions and generated offer letters for new hires.
- Maintained confidential personnel files and scanned documents.
- Received Letter of Recognition for outstanding team performance.

## EDUCATION

| | |
|---|---|
| **Postgraduate Program in Data Science and Analytics**<br>*Imarticus Learning* | 05/2024 – present |
| **PGDHRM - Human Resources Management**<br>*NMIMS* | 02/2019 – 03/2021 |
| **Bachelor of Commerce**<br>*Mumbai University* | 07/2015 – 07/2018 |

## INTERESTS

Cricket | Carrom | Music Listener | Bike Riding

## LANGUAGES

English                                    Hindi

Marathi