



# Varun Soni

## Human Resources

Dedicated HR professional with a strong analytical mindset and a proven track record in data-driven decision-making. Experienced in talent acquisition, workforce planning, and HR operations, with a keen ability to leverage data insights to drive organizational success.

## Experience

○ 04/2022 - 10/2022

KudosIntech Software

### Human Resource and Admin

- Proficient in managing the complete recruitment cycle, from sourcing candidates to final selection.
- Skilled in screening candidates, evaluating resumes, and conducting interviews.
- Adept at maintaining positive employee relations through effective communication and conflict resolution. experience in coordinating and aligning interview schedules and line-ups for efficient hiring processes.
- Demonstrated strong organizational skills by building dashboards to analyze recruitment insights.
- Supported the smooth running of the organization by assisting with office management tasks and facilitating interdepartmental coordination and operations.
- Actively participated in employee engagement initiatives to enhance team morale and played a key role in maintaining a positive work environment by addressing employee inquiries and concerns.

## Certifications

○ 03/2023 - 08/2023

Cybrom Infrastructure

### Data Analytics

- Python for Data Analysis using Numpy, Pandas, Matplotlib, and Seaborn.
- Advanced Excel skills, including complex formulas, pivot tables, and dashboard creation.
- MySQL for data manipulation and querying relational databases.
- Proficient in creating interactive visualizations using Tableau and Power BI.
- Utilized Hadoop ecosystem components including HDFS (Hadoop Distributed File System), MapReduce, Hive, Pig, and HBase for data processing and storage.
- Leveraged AWS services such as, building Instances using EC2 Service ,Amazon S3, Amazon Athena for efficient data storage and analysis.

## Projects

### IMDB data analysis

- EDA
- Data Cleaning
- Data Processing
- Data Modeling

### Sales and Revenue Dashboard

- EDA
- Data Cleaning
- Data Processing
- Data Modeling
- Visualization

## Contact

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### LinkedIn

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## Education

2019 - 2021

**Master's in Business Administration**

IPER, Bhopal

2015 - 2018

**B.Com (Computers)**

Bhopal School of Social Sciences

## Data Skills

- SQL
- Python
- Data Analysis
- Advance Excel
- Tableau
- Power Bi
- Visualization
- Predictive analytics
- Attention to detail
- Administration
- Recruitment
- Operations

## Language

English

Hindi