Prachi

Noida |prachidbg.111@gmail.com | 7856883418 | linkedin.com/in/ms-prachi-634b59287

Career Objective

Looking for an entry-level opportunity to apply analytical skills to solve real-world business problems and support data-driven decision-making.

Detail-oriented and analytical aspiring Data Analyst with hands-on experience in Power BI, Advanced Excel, and data visualization. Proficient in handling large datasets, developing Dashboards, and deriving actionable insights.

Experience

Jacobs Solutions Pvt. Ltd. | May 2024 – July 2024

- Developed a Power BI dashboard to analyze recruitment metrics and optimize sourcing effectiveness.
- Used Advanced Excel to maintain and update recruitment trackers, reducing manual errors and improving efficiency.
- Conducted data validation during background checks and onboarding compliance.
- Collaborated with internal teams to implement data-driven strategies for internal hiring and referrals.
- Tools: Power BI, Advanced Excel, PowerPoint

Projects

Attrition and Recruitment Dashboard (2024)

- Built an interactive Power BI dashboard to visualize employee attrition rates and recruitment funnel metrics.
- Reduced reporting time by 30% through real-time visualization and drill-through analysis.

SIP Research Report: Attrition & Retention Analysis

- Analyzed patterns in employee turnover and retention using Excel and presented actionable HR insights.

- Suggested data-backed improvements to enhance employee engagement and workforce stability.

Education

PGDM – Post Graduate Diploma in Management (Data Analytics)

GL Bajaj Institute of Management and Research | 2025

B.Sc. in Zoology (Hons)

Lalit Narayan Mithila University | 2022

Skills

- **Technical Skill:** Power BI, Advanced Excel, SQL (Basic), Google Sheets, ChatGpt, Oorwin ATS, Microsoft Office Suite, Figma, Canva, Data Analysis, Data Visualization, Dashboard Reporting
- **Soft Skills:** Analytical Thinking, Communication, Problem-Solving, Team Collaboration

Certifications

- Power BI Projects for Beginners | Coursera
- Data Analysis with Excel | Internshala
- Emotional Intelligence | NPTEL | 2024
- Hiring Employees | Coursera | 2024
- Talent Management | Coursera | 2023

Achievements

🥈 Second Prize – TrendCraft Competition by IT Club, GLBIMR (2024)

🥇 First Prize – Inter-College Quiz Competition by NJM (2022)

📜 Awarded 10 CGPA in 10th Grade (2017)