

Vaibhav Varade

Data Analyst

✉ vvaradeo2@gmail.com ☎ 8237701664 📍 Pimpri Chinchwad 411062

PROFILE

Experienced HR professional with 4.8 years in the field, currently working as a Data Analyst (HR Consultant). Strong interest in Power BI, SQL, and VBA using AI tools, with proven expertise in advanced Excel. Seeking an opportunity in a core Data Analyst role to leverage my analytical skills and technical expertise.

SKILLS

Analytical Skill | Communication Skill | Power BI & Power Queries | Advanced Excel |
SQL Queries | HR & Finance Domain Knowledge | VBA or JavaScript (Basic) | AI Tool

EDUCATION

MBA <i>Indian Institute of Cost and Management Studies & Research</i>	2019
B.Com <i>K.K. Wagh College, Nashik</i>	2017

PROFESSIONAL EXPERIENCE

HR Operations (Analyst) <i>Omnicom Media Group Ltd. (Annalect India)</i> <ul style="list-style-type: none">Perform Data analysis on process gaps, Research & resolve reporting related cases.Develop and maintain records including managing active and inactive employee files and support for storage of records.Accurately update HR data records on regular basis to ensure timely reports are provided to the leaders to make business decisions	01/2025 – present Gurgaon
HR (Consultant) Analyst <i>Tata Communication Transformation Services Ltd.</i> <ul style="list-style-type: none">Prepare & manage HR reports to ensure accuracy & integrity.Utilized HR software and data analysis tools (e.g., Excel, Macros, Power BI) to streamline HR processes and generate actionable insights.Developed and maintained HR databases, ensuring data was up-to-date and accessible.Prepared and presented detailed reports and dashboards for HR leadership to support data-driven decision-making.Prepare and publish dashboards with management leaders.	04/2023 – 01/2025 Pune
HR Executive <i>AEIPLLP</i> <ul style="list-style-type: none">Maintain a Master (database) and personal records.Responsible for ensuring organizational compliance with regulatory requirements and industry standards by preparing and submitting comprehensive legal compliance reports, as well as managing and maintaining accurate, up-to-date documentation for ISO certification."All Site's compliance : Ensure maintenance of Statutory registers..Onboarding & Offboarding processAdministrative activities	12/2022 – 04/2023 Pune
Payroll Associate <i>Paysquare Consultancy Ltd.</i>	12/2021 – 05/2022
HR Officer <i>AEIPLLP</i> <ul style="list-style-type: none">Maintain a Master (database) and personal records.	11/2020 – 11/2021

- Responsible for ensuring organizational compliance with regulatory requirements and industry standards by preparing and submitting comprehensive legal compliance reports, as well as managing and maintaining accurate, up-to-date documentation for ISO certification."
- All Site's compliance : Ensure maintenance of Statutory registers..
- Onboarding & Offboarding process
- Administrative activities

HR Trainee

04/2019 – 05/2020
Pune

FM India Supply Chain Pvt. Ltd.

- -End-to-end payroll processing including processing attendance, statutory reports, headcount reconciliation and MIS reports.
- Process of onboarding & offboarding.

HR Intern

05/2018 – 07/2018

L&T Power, L&T Knowledge City Vadodara

Project - Exit Interview Analysis

COURSE

Data Analytics

05/2022 – 08/2023

Bytesquare Technology

SQL, Power BI

TECHNICAL EXPERTISE

- Programming : JAVA (Beginner)
- Database : Oracle SQL Server
- MS Tools: MS Power BI, Advanced Excel, Macros using AI tools, Power Automate etc.
- Proficient in Payroll & Taxation Software

PERSONAL DETAILS

- Date of Birth : 28/05/1995
- Marital Status : Married

DECLARATION

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Vaibhav Varade