**Ankita Soni**

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**Educational Details**

Master of Business Administration (MBA)

NMIMS - Narsee Monjee Institute of Management Studies

July 2020 - July 2022

Bachelor of Business Administration (B.B.A.) in Management

DR. Virendra Swaroop Institute of Professional Studies

2013 – 2016

**Work Experience**

Data analyst trainee  
 Trainity oct 2023- Present

Analyst Intern Excelerate July 2023 – August 2023

* Extract data from primary and secondary sources, removing corrupted data.
* Ensure data accuracy and quality.
* Develop and manage data systems and databases.
* Establish KPIs for actionable insights.
* Analyze data trends to inform business decisions.
* Collaborate with engineers to develop data governance strategies.

Analyst Intern Kulturehire April 2023 - June 2023

* Conduct market research for "Understanding Career Aspirations of Gen-Z in India" project.
* Prepare analysis requirement document for stakeholders with tight deadlines.
* Collect data through surveys (Google Form, Social Media, and WhatsApp Groups).
* Perform data cleaning and standardization.
* Create analysis reports using Power BI, Excel, and SQL.
* Design and publish insights dashboard.

Technical Recruiter ITBS Pte Ltd January 2023 - May 2023

* Full lifecycle IT recruiting including sourcing, interviewing, and placement.
* Collaborate with managers to understand hiring needs.
* Train new joiners and manage salary breakup.
* Lead recruitment process and schedule interviews.
* Data entry and management within the HRIS.
* Generating reports and analytics from HRIS data.
* Regularly updating HRIS data.
* Manage HRMS for offer approval and handle documents.
* Conduct reference checks and screenings.

Technical Recruiter eTeam INC, Noida July 2021 - December 2022

* Full lifecycle IT recruiting for contract and permanent roles.
* Collaborate with managers for hiring needs.
* Train new joiners and manage salary details.
* Lead recruitment process and use ATS for candidate sourcing.
* Screen resumes, conduct interviews, and manage offers.
* Train team members in ATS and HRMS.
* Collecting, cleaning, and organizing HR data for analysis.
* Creating and updating HR dashboards and reports.
* Collaborating with HR teams to gather data and requirements.
* Conducting statistical analysis to draw meaningful conclusions.
* Presenting findings and insights to HR and leadership teams.
* Continuously monitoring and updating HR metrics as needed.

IT Recruiter & Coordinator Tech Master Corp, Kanpur January 2021 - July 2021

* Establish recruiting requirements and job descriptions.
* Attract applicants through various channels.
* Screen applicants and schedule interviews.
* Coordinate interview schedules and maintain MIS.
* Basic knowledge of APAC region visa types.

**Internship and Training**

* Business Analyst Training Program Internshala April 2023 - June 2023
* Human Resources (HR) Trainee Access6 Technologies (Bangalore) May 2020 - August 2020
* Generate leads, shortlist candidates, and schedule interviews.
* Workshop in HR Job Seeker Hub, Online August 2020
* HR Training Program HR India Solutions, Online June 2020 - August 2020
* Business Communication Skills Workshop Intern Shala Trainings, Online May 2020 - June 2020

**Skills**

* MS Excel (Intermediate)
* Data Visualization in power bi
* Business Analytics
* HR reporting  
  HR Metrics (Time to fill, cost to hire, Attrition rate, etc.)
* MIS reporting
* SQL
* SAP Field glass
* ATS

**Personal Information**

* Name: Ankita Soni
* Date of Birth: 01-08-1996
* Marital Status: Married
* Address: New Delhi - 110059