JATIN SINGH DOGRA

9610689675 | Jatindogra84@gmail.com
https://www.linkedin.com/in/jatin-singh-dogra-5267681a0/
https://github.com/jatinsinghdogra

Data Analyst/ Business Analyst
Noida, UP

Summary

Detail-oriented and motivated professional with expertise in SQL (MySQL) and data analysis tools, including Microsoft Power BI and Excel. Proven track record in extracting insights from large datasets through personal projects and adept at creating actionable reports and visualizations, proficient in using Microsoft office. Experienced in Talent Acquisition roles, demonstrating strong analytical and communication skills, process optimization, and cross-functional collaboration.

Skills

- SQL (MySQL)
- Microsoft Power BI
- Analytical Thinking
- Excel (VLookup, Conditional Formatting, Pivot Tables, Slicers)
- Communication Skills

Projects

PIZZA SALES ANALYSIS – Personal Project

- Utilized **MySQL** to analyze **40000+** pizza sales data and gain insights on bestselling products and various other.
- Utilized MySQL queries to extract insights on average sales, percentage breakdowns by pizza size, and total orders, providing a foundation for informed strategic decisions.
- Leveraged SQL skills to process and analyze large datasets, creating actionable reports and visualizations for effective communication of insight.

IT PROFESSIONALS JOB SATISFACTION DASHBOARD – Personal Project

- Created a dashboard with **Power Bi** to help and compare different working professionals, packages, satisfaction level etc.
- Transformed and processed data by using **DAX** and **Excel** to ensure data completeness and validity.
- Offered strategic technical insights to enhance employee satisfaction by introducing innovative pay structures and implementing diverse methodologies.
- Generated insights based on employees' feedback retrospect to their continents, years of experience and skillsets.

Bike Sales Analysis – Personal Project

- Identified and resolved duplicate entries within the dataset, ensuring precision in analytics and better business insights.
- Developed a comprehensive pivot table summarizing key bike sales metrics, for better insights and decision making.
- Integrated slicers to facilitate user-friendly data analysis, allowing stakeholders to interactively explore bike sales trends and patterns.

Work Experience

TALENT ACQUISITION EXECUTIVE – MAI Labs **–** Noida, UP   Aug 2023 - Nov 2023.

- Created strong relationships with hiring managers, understanding their needs for successful execution of assigned tasks.
- Maintained reports and documents for smooth process of onboarding formalities.
- Generated and analyzed comprehensive reports for senior management for better understanding of process.

TALENT ACQUISITION EXECUTIVE – Cynet Health – Noida, UP   Aug 2022 - Feb 2023

- Developed strong analytical skills during recruitment for sourcing relevant profiles.
- Developed and managed candidate databases in recruitment.
- Collaborated cross-functionally in recruitment to enhance data accuracy and communication.

Education

CERTIFICATION IN DATA ANALYTICS – Analytics Training Hub- Delhi, (India)   Oct 23-Apr 24
BACHELOR IN BUSINESS ADMINISTRATION – **Lovely Professional University** – Jalandhar, (Punjab)   June 19 – May 22