**HR Analytics Project - README**

**📌 Introduction**

This project is an **HR Analytics dashboard** built using **Microsoft Excel** to Analyzing employee data and uncover insights related to attrition, job satisfaction, and workforce trends. The aim is to support HR teams in making **data-driven decisions**.

**📂 Dataset Description**

The dataset contains **35 columns** and multiple records for employees, including:

* **Demographics:** Age, Gender, Marital Status
* **Work Information:** Department, Job Role, Business Travel, Years at Company
* **Performance Metrics:** Performance Rating, Training Times Last Year, Work-Life Balance
* **Compensation:** Monthly Income, Stock Option Level
* **Attrition Indicators:** Attrition status, Job Satisfaction, Environment Satisfaction

**🛠 Steps Performed**

1. **Data Cleaning** – Removed inconsistencies, ensured correct data types, handled missing values.
2. **Data Exploration** – Identified patterns in attrition, satisfaction levels, and employee tenure.
3. **Visualization** – Created **Pivot Tables** and **Charts** for HR metrics.
4. **Dashboard Creation** – Designed an interactive Excel dashboard for quick insights.

**📊 Key Insights**

* Higher attrition among **younger employees** and **low-income groups**.
* **Business travel frequency** and **job role** strongly affect satisfaction.
* Certain departments have a **higher turnover rate** than others.

**🖥 Tools Used**

* Microsoft Excel (Pivot Tables, Conditional Formatting, Charts, Filters)

**📖 How to Use**

Open the Excel file and navigate to the **Dashboard** or **Main** sheet.  
Use the available **filters** to focus on specific employee segments.

**👤 Author Info**

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**Purpose:** Portfolio Project demonstrating HR analytics skills with Excel.