

Personal Summary

Adaptable and self-motivated data enthusiast who has excellent organisational skills, is highly efficient and has a good eye for detail. Highly proficient in all aspects of Excel. Passionate about interpreting, analysing and visualising data. A quick learner who can absorb new ideas and can communicate clearly and effectively.

Areas of expertise

- Database administration
- Data mining
- Data scraping and cleaning
- SQL
- Data visualisation
- Data modelling

Professional Experience

Value Retail

HR Reporting Analyst

Jan 2018 – present

Value Retail create and operate 11 luxury outlet shopping destinations across Europe and China. Upon the successful completion of two projects, I was recruited in a permanent role as HR Reporting Analyst.

Key responsibilities:

- Delivering people metrics, management information, in-depth analysis, and KPIs using a combination of tools, including, Excel, ServiceNow HR and SAP SuccessFactors.
- Taking briefs from the HR Operations Manager and the HR Operations Director to provide fit for purpose workforce reporting and analysis for customers from across the HR function and the wider business
- Supporting projects and transformation programmes through the production of reports or analysis.
- Producing daily, weekly, monthly, quarterly, annual reports and analysis for the HR Operations Manager and HR Operations Director to track SLAs, productivity and efficiency of case management within the HR Operations Team
- Responding to ad-hoc reporting and analysis requests escalated by local HR teams, managers or employees
- Escalating identified data issues to HR Operations Manager and HR Operations Director and ensuring they are suitably resolved in a timely manner
- Identifying and raising with HR Operations Manager specific workforce trends, as well as areas for efficiency improvements or concerns as an outcome of the periodic reporting and analysis process

Value Retail

Business Process Analyst

Jun 2017 – Dec 2017

I was recruited to join the HR transformation programme covering the nine European Villages – Fit For Future HR. My team's objective was to design and implement new Recruitment and Onboarding processes using the SuccessFactors Recruitment Management module.

Key responsibilities:

- Developing and documenting the data migration strategy
- Writing the training activity and implementation document
- Producing all training material and leading training workshops
- Writing test scripts to enable User Acceptance Training
- Identifying and arranging all translations required throughout the system

- Designing and arranging the build of the Pre-boarding SharePoint site
- Designing and writing HTML for all system generated emails

In addition to the above responsibilities in this project team, I also worked on the Payroll Consolidation project. I used my knowledge of data transformation to create a workbook in Excel that used VBA (Visual Basic for Applications) to convert Time and Attendance data exported from SuccessFactors to the required format.

Pearn Kandola

Project Co-ordinator

May 2017 – Jun 2017

Pearn Kandola is a business psychology consultancy, offering services to HR professionals in assessment, development, diversity, and well-being of employees. I was recruited to co-ordinate the setting of Inclusive Leader workshops for Civil Service Learning.

Key responsibilities:

- Created an interactive dashboard in Excel to provide analysis of assessment scores, which was presented to partners and key stakeholders
- Implemented fundamental changes to improve existing processes, and supplied training documentation on the new practises.
- Setting up delegates on Pearn Kandola's in-house dashboard, and providing support
- Monitoring progress with delegates, and chasing outstanding surveys

Value Retail

Data Migration Assistant / Project Co-ordinator

Nov 2016 – Apr 2017

Key responsibilities:

- Building and maintaining a database that would capture key stakeholder information across 1000+ boutiques over the nine European Villages.
- Designing and building a dashboard that would be circulated to key stakeholders to communicate the progress of the project effectively and accurately.
- Data entry, data auditing, creating data reports and monitoring all data for accuracy.
- Co-ordinating the project with four of the European Villages – Milan, Dublin, Barcelona and Madrid. Managing the workflow to ensure deadlines were met.
- Liaising with operators of previous careers portals to manage the secure migration of candidate data to Value Retail's FTP. Uploading data to the new system.
- Writing and testing reports on the new careers portal that would be used by Hiring Managers and System Administrators across the Villages.
- Setting up new users with appropriate permissions.

Institute and Faculty of Actuaries

Learning and Assessment Co-ordinator

Aug 2015 – Oct 2016

The Institute and Faculty of Actuaries (IFoA) is the UK's only chartered professional body dedicated to educating, developing, and regulating actuaries. I was recruited to assume responsibility for the daily management and co-ordination of the exam setting of the IFoA's Certified Actuarial Analyst (CAA) examinations, and practical, online examinations (CA2 - Model Documentation, Analysis and Reporting and CA3 - Communications).

Key responsibilities:

- Co-ordinating the exam setting of the IFoA's practical examinations.
- Administration of the Associateship Work Based Project (AWBP) pilot:
 - Creating and maintaining online student workspaces on the Virtual Learning Environment.

- Producing reports for the head of department to present at key stakeholder meetings.
- Writing project closure report for Education Board meeting, that would be used to determine whether the project was would be scaled up.
- I later won a Staff Award for my contribution to the AWBP.
- Managing relationships with 'Professional Development and Responsibility' (PDR) volunteers, and the recruitment of 'Guinea Pigs' to review exam material.

Winton Capital Management

Data Processing Analyst

Jan 2015 – Aug 2015

Winton Capital Management is a global investment management and data technology company that uses scientific methods to develop intelligent investment systems. I was recruited as part of the Systematic Data Capture Team, tasked to analyse financial documents, and extract relevant information pertaining to each assignment.

Key responsibilities:

- Researching historical mergers, acquisitions, and various other corporate actions.
- Analysing fluctuations in share prices, researching and documenting explanations for these.

Oxfordshire Reablement Service

Referral List Administrator

Dec 2012 – Jan 2015

An Oxfordshire County Council commissioned, intermediate care service that facilitates hospital discharges, prevents admission, and works with a view to reduce ongoing care needs. I was recruited to pilot a role that was designed to increase the quality of information the service received, resulting in care packages commencing earlier. The pilot was successful, and as a result, rolled out across the county.

Key responsibilities:

- Screening referrals, ensuring they were appropriate for the service.
- Liaising with referrers for updates, further information, and to schedule a start date for care.
- Attending regular Multidisciplinary Team meetings to identify potential candidates for the Reablement service, and provide updates on capacity to commence the care package.
- Identifying healthcare tasks that, with training, can be delegated to care workers in accordance with Oxfordshire's Shared Care Protocol. Referring for and organising the training, enabling care workers to assist the client with these tasks.
- Ascertaining where additional services may be required (i.e. Community Mental Health, Occupational Therapy, District Nursing, Social Services, etc.) and ensuring they were in place.
- Liaising with family members to discuss the service, ensure the client's home was ready for their return, and provide reassurance.

Education

- **www.udemy.com**
Data Science, Tableau, Python and SQL,
2016 – present
- **Kent Institute of Art & Design**
BA Hons Time Based Media, 1999
- **Richmond Upon Thames College**
Art Foundation (Pre BA Hons/HND),
1998
GNVQ Art & Design, 1996
- **Teddington School**
GCSEs 7 x A-D, 1995

Certifications

- Python for Data Science and Machine Learning
- Python A-Z: Python for Data Science
- Statistics for Business Analytics
- The Complete SQL Bootcamp
- Tableau Training for Data Science

Technical Skills:

Python, Power BI, Tableau (BI tool), Microsoft SQL Server, Visual Studio, Microsoft Office (Word, PowerPoint, Outlook, Excel), Microsoft Visio, Adobe Photoshop.

References

Shalu Khanna

Project Manager

Value Retail

skhanna@valueretail.com

Bradley Matthews MCIPD

Learning & Development Manager

Value Retail

bmatthews@valueretail.com