

# Sakshi Agarwal

## Data Research And HR Professional

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### SUMMARY

Data Research Professional with experience in the HR domain. Having Comprehensive knowledge to create, present and Developing efficient data, along with an in-depth understanding and experience of how to Research data. An effective communicator and collaborator who is able to work well with various stakeholders to meet company needs.

### PROFESSIONAL EXPERIENCE

#### Juinor Data Researcher

[Uplers](#) 📅 01/2023 - Present 📍 REMOTE

Ahemdabad

- Research and develop analytical approaches for identifying,analysing, and interpreting trends or patterns in complex data set
- Manage large volume of data, research on LinkedIn, Webpage, and from various primary and secondary sources.
- Deliver daily and weekly reports to the Sourcing Leaders and Talent Community Manager.
- Good knowledge of Qualitative & Quantitative research.
- Hands-on experience in using multiple statistical tools such as Advanced Excel, Google Sheets, other tabulation, and analysis tools.
- Provide support to HR business partners on reporting, analytics and data requirements.
- Coordinate with the Data Manager to deliver datasets within a set schedule and support in tracking and monitoring of learning and development of data.

#### Associate Staffing

[Artech Infosystems](#) 📅 02/2022 - 08/2022 📍 REMOTE

NOIDA

- Involved in full cycle of IT and non IT Recruitment and Serve as the main point of contact for a given client, Deloitte, and handle all recruiting processes for them on a contractual basis.
- Hands on experience on internet tools such as Naukri, Monster, LinkedIn, ATS etc.
- Manage the recruitment process and life cycle, screen CVs and applications for specific roles, conducting phone interviews including Initial assessments, interviews, debriefs and offer negotiation.
- Coordinated with both internal and external hiring panels to ensure smooth execution of the interview cycle and gaining a better understanding of the hiring goals and needs
- Maintained a recruitment database and timely tracker record data of each candidate.
- Establishing a consistent and professional communication between the client and the applicants.
- Provide all necessary support to candidates, Check & validate new joiner credentials, complete new starter documentation as per the standard and Co-ordinate with FM / Finance departments for various joining & settling-in formalities if required.
- Research and make recommendations regarding candidate compensation, market trends, recruitment strategies for the successful placement of the right candidate for each job.

### EDUCATION

#### D.EL.ED

[Sant Raam Krishna Kanya Mahavidhalya](#)

📅 2017 - 2019 📍 AGRA

#### Bachelor of Commerce

[Dr. Bheem Rao Ambedkar University](#)

📅 2014 - 2017 📍 AGRA

### CERTIFICATE

#### [Overview of Data Visualization \(Feb 2023\)](#)

<https://www.coursera.org/account/accomplishments/certificate/K9RCELQ2MVVL>

#### [Introduction to Business Analysis Using Spreadsheets: Basics \(Jan 2023\)](#)

<https://www.coursera.org/account/accomplishments/certificate/VBA3XKHCSL5N>

### SKILLS

[MS Excel](#)

[MS Office](#)

[Google Sheets](#)

[Attention to Detail](#)

[Technology Proficiency](#)

[Attention to Detail](#)

[Verbal and Written Communication](#)

## Administrator

'Ek Pahel' B.R. Memorial Welfare Society

📅 10/2021 - 01/2022 📍 AGRA

AGRA

- In charge of recruitment and selection of staff for the NGO.
- Responsible for daily operations of the organization.
- Data entry and data analysis of organizational data.
- Coordinating meetings, events and seminars.
- Manage website updates, newsletters and other materials as required.
- Engage in general administrative tasks such as tracking of progress, creating financial reports and issuing letters of correspondence.
- Monitor expenditure and prepare budgets for organizational activities.
- Liaise with relevant authorities for program approval and implementation.
- Perform any other duties as assigned by the organization.