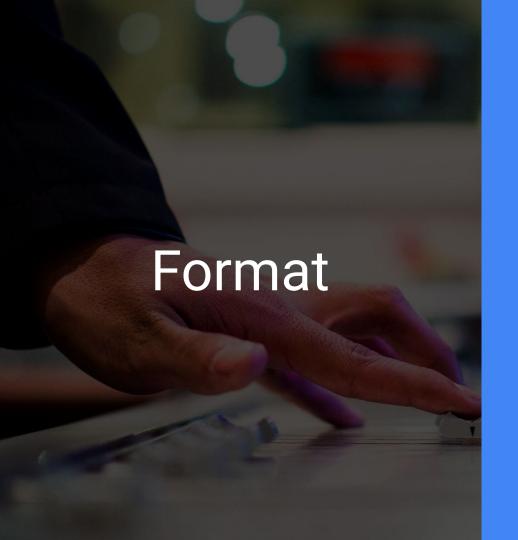# Effective Resume

Satyajit Pattnaik

Objective:

Understanding the importance of Resume as a selling tool

Learn how to write a good resume

Format
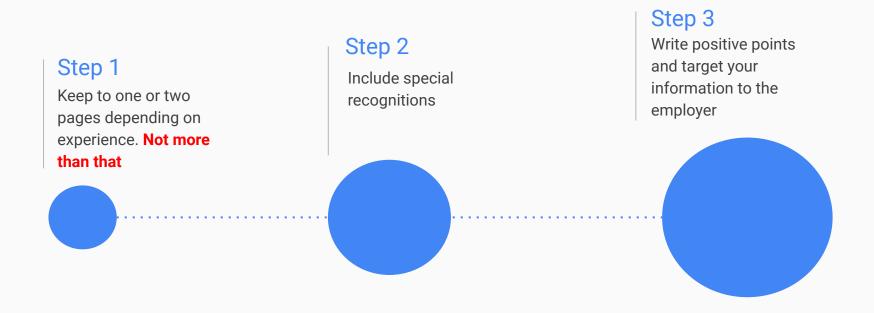
Name

Address

Objective

Education - Awards/Honours

Experience

Hobbies

Skills

Interests

Do's

Step 1
Keep to one or two pages depending on experience. **Not more than that**

Step 2
Include special recognitions

Step 3
Write positive points and target your information to the employer

Don'ts

- Don't fit too much on the page
- Marital status, height, weight, etc personal information is not required
- Salary requirements not required to be mentioned
- No negative comments on previous employers
- Health information, reasons for leaving previous employers are not required

Tips

- Avoid lengthy resume
- Do not fake
- Do not be too loud
- Avoid slangs, jargons & abbvs
- Be consistent
- Check for grammatical errors
- Repetition of words
- Do not get personal
- Avoid criticizing past employers
- Do not misrepresent skills
- Avoid unprofessional email id's

Power Words

- Solved
- Managed
- Developed
- Presented
- Completed
- Surpassed
- Invented
- Simplified
- Initiated
- Negotiated
- Improved
- Implemented
- Overhauled
- Launched
- Generated

Cliché's to avoid

- Team player
- Goal oriented
- Hard worker
- Dynamic
- Self driven
- Highly motivated
- Highly qualified

Bangalore
+91 XXXXXXXXXX
emailid@gmail.com

Professional Certified Data Scientist having specialization in Data Mining, Data Modeling, Data Science, Machine Learning, NLP, Deep Learning, Computer Vision, Data Analytics & Data Visualization. 5+ years of technical work experience in various technologies.

EXPERIENCE

Company X, India— *Data Scientist*

AUG 2020 - PRESENT

• Collaborate with internal stakeholders to develop tools and services such as modeling, dashboard development, decision aids and business case analysis to drive innovation, strategic initiatives and recommend solutions

• Worked on few proof of concepts around customer profiling, speech analytics & cross selling models

• Peer review other Data scientists work

• Mentored a team of 12 across India & Philippines

Company Y, India— *Software Engineer*

JAN 2019 - AUG 2020

• Built & Implemented various models around customer retention, profiling & segmentation

• Analyzed call detail records to perform call drop analysis

• Analyzed HGCmore.com's (HGC's e-Commerce Platform) Google Analytics and Tag Manager to understand the current flaws in the platform and provided suggestions to improvise the platform, & then worked on the customer segmentation & profiling of the website data as well.

• Build & Implemented user oriented dashboards using Power BI

Company Z, India— *Software Engineer*

OCT 2015 - JAN 2019

• Provided analytics consulting to enhance the system reducing the number of auto tickets and Anomalies in the system. (3-sigma based Anomaly detection)

• Analyzed the various Machine Learning & Time series algorithms for the forecasting of various metrics improving the system to identify issues in advance and for faster ticket/issue closure, and built the respective Time series forecasting model. (ARIMA, FbProphet,

SKILLS

Data Science

Machine Learning & AI

Deep Learning

Python

R

MLOps

Tensorflow, Keras, PyTorch etc.

Scikit-Learning

Data Mining

Data Modeling

Data Analysis

Data Visualization (Power BI & Tableau)

Cloud: Azure, GCP

Java

Apache Kafka, Spark, Druid

SQL, MySQL, NoSQL

Unix

AWARDS

• **Best Performer of the Year**
Company Z, 20XX

• **Star Performer**
Company X, 20XX