

CAREER OBJECTIVE

An aspiring Data Analyst, having 2.5 years of experience in spreadsheet/google sheet and knowledge on Tableau, SQL and R-Programming Language, seeking opportunities in the same field. Adapts quickly to challenges and changing environments. Expertise in data management, referral/incentives management, end-to-end vendor management, auditing of data and recruitment.

KEY SKILLS & STRENGTHS

- Knowledge on **Tableau, SQL, R-Programming Language**
- Certified in **Data Analytics** from **Google**.
- Pursuing SQL from Udemy.
- Proficient in **MS-Office**.
- Knowledge on performing SQL queries, Sort and filter data using SQL queries and convert data types using SQL functions.
- Knowledge on creating data visualization using tableau, identify the data needs of users and to create dashboard.
- Install and use the tidyverse package in R, run scripts in RStudio and knowledge on creating data visualizations in RStudio, generate data cleaning reports, design & maintain change logs and create reports in R Markdown
- End-to-end **vendor management**
- Proficient in managing incentives of the employee and maintaining data
- **Excellent communication skills** with ability to understand and articulate information effectively as per the situation
- Ability to handle multiple tasks in a dynamic environment and **work with tight deadlines**
- Proficient in the use of **MS Office** programs (Outlook, Excel, Word and PowerPoint) and HR related tools such as **ATS**
- Exhibited excellent **client relationship building and managing skills**
- Thorough understanding of **Recruitment** and **Interviewing** procedures

PROFESSIONAL EXPERIENCE

2 YEARS 5 MONTHS

ITC Infotech, Gurgaon (On Contract)

*HR Consultant**May 2021 to Jul 2021*

- Source and recruit candidates by different job portals like Naukri, LinkedIn, monster, shine etc.
- Recruiting: Boolean Search and other advanced sourcing techniques, such as, Social Media (LinkedIn, Facebook), Job Boards (Naukri, Monster, Shine).
- Screen candidates resumes and job applications, also performing phone interviews with candidates. Coordinating interviews with the hiring managers. Following up on the interview process status.
- Scheduling sourcing calls working directly with customers and hiring managers, in some cases arranging last-minute sourcing request
- Updating the trackers on a daily basis and updating the internal **Kenexa**

Attrra Infotech Pvt Ltd (as Synechron company), Bangalore

*Recruitment Trainee**Mar 2019 to Jan 2021*

- Accountability for the communication, tracking, and timely response to every employee referral and the referee.
- Responsible for accurate and timely entry of referral data and Referral/Incentives Payout by liaising with HR Team.
- Accountable for end-to-end Stakeholder and Vendor management, ensuring long term strong relationships are maintained.
- Responsible to coordinate with Vendors for Service Agreement, Contract expiry and renewal, conversion of Contract employees to FTE, maintaining contract employees' records, handling Appraisal, evaluating Vendor performance, ensuring timely Invoicing and Vendor Payout by liaising with Finance Team and Procurement Team.

- Clean data in spreadsheets, sort and filter data in spreadsheets, generate pivot tables in spreadsheets, create visuals in spreadsheets and design presentations from data analysis results.
- Responsible to manage the data of interview, offers, joiners of recruitment team and conducts audits of databases or HR systems for maintaining accurate records.
- Partnered with Recruiters, Candidates & Hiring teams to schedule virtual & in-person interviews for offshore & onsite teams.
- Experienced in working on **ZWAYAM (ATS)** & virtual platforms like Zoom, Teams, google meet, etc. to coordinate with candidates
- Created & maintained MS Excel based Dashboard to track key recruiting metrics & prepared MS Powerpoint summary decks.

EDUCATION

Year	Examination	Institution	Marks Obtained
2019	PGDM – HRM & International Business	ISBR, Bangalore	66.6%
2017	B.Com (Vocational) – OMSP	St. Xavier's College, Ranchi	75.6%
2014	Class XII, CBSE	BISSS, Bokaro	67.9%
2012	Class X, CBSE	BIV, Bokaro	72.5%

PROJECTS AND INTERNSHIPS

Cargill, Bangalore

HR Intern

Jul 2018 to Oct 2018

- Source and recruit candidates by different job portals like Naukri, LinkedIn, monster, shine etc.
- Coordinating interviews with the hiring managers
- Experienced in working on **TALEO (ATS)** & virtual platforms like Zoom, Teams, google meet, etc. to coordinate with candidates
- Managing the flow of candidates throughout the recruitment process by scheduling interviews and tracking on their application.
- Updating the trackers
- Assisted by colleague in Onboarding & Offboarding of the candidates

Doodle Interior, Bangalore

HR Intern – Organisation Study

Jan 2018 to Feb 2018

- Learnt how the key business processes are carried out in an organization and how information is used in organization for decision making at various levels, understood organization various functions/activities.
- Assisted in making leave policy for the organization.

ACHIEVEMENTS

- Spot Award in Feb'2020
- Spot Award in Dec'2020

CERTIFICATES

- Certified in Data Analytics from Google in Aug'21.
- Introduction to investments, Jan'2018 on SWAYAM platform by IIM Bangalore
- Foreign Trade Management, Aug'2016 by St. Xavier's College, Ranchi