UTKARSH BAJPAI

Data Analyst | Business Analytics | People Analytics
Noida, India | +91-9639787991 | ⊠ mailtoutkarsh_bajpai@rediffmail.com
LinkedIn: linkedin.com/in/ub07
GitHub: github.com/utkarshbajpai007

PROFESSIONAL SUMMARY:

Data Analyst with 8+ years of corporate experience and hands-on expertise in SQL, Python, Excel, Power BI, Tableau, and statistical analysis, transitioning from HR operations into analytics-driven roles. Proven ability to author complex SQL queries, perform exploratory analysis, automate reporting, and build stakeholder-ready dashboards. Strong experience translating business and product requirements into KPIs, insights, and actionable recommendations across HR, operations, and enterprise environments.

CAREER HIGHLIGHTS:

Results-driven professional with 8+ years of experience across IT recruitment and people analytics, specializing in data-driven workforce insights. Strong background in technical hiring complemented by expertise in data analysis, KPI tracking, and dashboard development. Proven ability to use SQL, Excel, Python, and Power BI to analyse recruitment metrics, identify trends, and recommend process improvements. Adept at bridging business, HR, and analytics teams to align hiring strategies with organizational objectives.

EDUCATION:

- M.Tech – Noida International University, 2020
- B.Tech – Uttar Pradesh Technical University, 2016

CORE SKILLS:

- Analytics & Programming
- Python (Pandas, NumPy, Matplotlib, Seaborn)
- SQL (Joins, Aggregations, Window Functions)
- Statistical Analysis & EDA
- BI & Visualization
- PowerBI (DAX, KPIs, Drill-through, Bookmarks)
- Tableau
- Dashboard Design & Storytelling
- Data Handling
- Data Cleaning & Wrangling
- ETL logic (SQL + Power Query)
- Data Modelling

CERTIFICATIONS:

- Data Science with Python – Simplilearn
- Introduction to Programming using Python
- AI-Driven Recruiting – LinkedIn
- Chat GPT for HR – Great Learning
- Certificate for completion Statistics for Data Science – Simplilearn
- Advanced Excel for Data Analytics Workshop – Ira Skills

TOOLS:

- *IDE:* Jupyter Notebook
- *Programming:* Python
- *Libraries:* Pandas, NumPy, Matplotlib, Seaborn
- *ATS (Applicant Tracking System):* Job Diva, Bull Horn, Zwaym
- *Job Portal:* Naukri, Dice, LinkedIn Recruiter, Monster, Carrer Builder and Indeed
- *Databases:* SQL, PostgreSQL
- *ETL:* Power Query
- *Data Visualisation:* Tableau, Power BI
- *Data Modelling:* Power Pivot
- *Software Tools:* Excel (Advanced), Git (basic)

PROJECT EXPERIENCE:

- **Product & Risk Metrics Dashboard (Power BI + SQL)**
  - Tools: SQL, Power BI, Excel
  - Designed a Power BI dashboard to track transaction volume, failure rate, anomaly spikes, and operational KPIs.
  - Authored complex SQL queries using JOINs, GROUP BY, HAVING, and window functions to create reporting-ready datasets.
  - Implemented data-quality checks to flag missing, duplicate, and inconsistent records.

- Delivered insights to simulated product stakeholders with clear recommendations.
- **Exploratory Data Analysis on High-Volume Transaction Data (Python)**
  - Tools: Python, Pandas, Seaborn, Matplotlib
  - Performed EDA on transactional datasets to identify trends, seasonality, and risk signals.
  - Used correlation analysis and hypothesis testing (t-test, chi-square) to identify drivers of failures.
  - Created visualizations (heatmaps, histograms, scatter plots) to support business narratives.
- **Automated Recruitment Analytics Reporting (SQL + Power BI)**
  - Tools: SQL, Power BI, Excel
  - Built automated dashboards tracking time-to-fill, cost-per-hire, source effectiveness.
  - Reduced manual reporting effort by 40% through reusable SQL views and Power BI datasets.
  - Documented KPI definitions and data lineage for business users.

PROFESSIONAL EXPERIENCE

Comptech Associates, Noida, UP   **May 2025 – Oct 2025**
IT Recruiter/ People Insights Analyst

- Built and maintained Power BI dashboards for operational and workforce metrics.
- Authored SQL-style logic to transform ATS data into analytics datasets.
- Partnered with stakeholders to define KPIs and reporting cadence.
- Identified bottlenecks and anomalies in hiring pipelines using trend analysis.
- Led end-to-end recruitment processes for contract, contract-to-hire, and full-time IT positions across various technologies and domains (Cloud, DevOps, Data Engineering, Software Development, Cybersecurity, etc.).
- Partnered with hiring managers, account managers, and clients to understand detailed technical requirements and deliver top-tier talent across the U.S.
- Utilised a variety of sourcing tools and platforms (Dice, Monster, CareerBuilder, LinkedIn Recruiter, internal ATS, referrals) to identify, engage, and pipeline qualified candidates.
- Screened candidates for technical fit, communication skills, visa/work authorisation, and cultural alignment.
- Negotiated rates/salaries, benefits, and start dates while managing candidate expectations throughout the hiring cycle.
- Maintained strong candidate relationships to ensure consistent communication, transparency, and retention.
- Ensured compliance with US labour laws and immigration policies (H1B, GC, US Citizen, EAD, etc.) during the recruitment process.
- Tracked and reported key recruitment metrics, pipeline status, and candidate activity to leadership teams and clients.
- Played a key role in driving recruitment strategies, improving sourcing techniques, and optimizing recruitment workflows for higher efficiency.

Spectraforce Technologies, Remote   **Apr 2024 – Sep 2024**
Recruiter / Analytics Contributor

- Analysed recruitment funnel metrics and sourcing performance.
- Created Excel and Power BI reports for leadership decision-making.
- Used data insights to optimize hiring turnaround time.
- Managed end-to-end recruitment operations using ATS and job boards, ensuring data-accurate tracking of applicants, interview stages, offer status, and pipeline health, while maintaining ATS-optimized job postings for maximum visibility.
- Analysed recruitment KPIs such as time-to-fill, cost-per-hire, source effectiveness, interview-to-offer ratios, and candidate conversion rates to evaluate sourcing strategies, optimize hiring workflows, and improve recruitment efficiency.
- Built and maintained data-driven talent pipelines, conducted structured screening and behavioural interviews, supported salary negotiations, and delivered regular performance reports and dashboards to stakeholders to enable informed, metrics-backed hiring decisions.

Dexian (Disys), Noida, UP   **Oct 2022 – Apr 2024**
Recruiter

- Design and implement effective recruitment strategies to attract qualified candidates, including leveraging social media, job boards, and employee referrals.

- Create and manage job postings, ensuring they accurately reflect job requirements and organizational culture and advertise openings on appropriate platforms.
- Proactively source candidates through various channels, including networking, online platforms, and industry events, to build a talent pipeline.
- Review resumes, conduct initial phone screens, and assess candidates' qualifications to determine their suitability for the role and shortlist candidates for further evaluation.
- Schedule and coordinate interviews between candidates and hiring managers, and ensure a smooth and professional interview process.

IASToppers.com, Ahmedabad, GJ   **Oct 2021 – Aug 2022**
Recruiter
- Led multi-role hiring across content, design, and project functions by collaborating with business stakeholders to define role requirements, create optimized job descriptions, and manage postings across multiple sourcing channels, while maintaining a structured and searchable candidate database.
- Analyzed recruitment performance metrics including time-to-fill, source effectiveness, quality of hire, and pipeline conversion, using data insights to refine sourcing strategies, improve candidate quality, and align hiring outcomes with evolving business needs.
- Conducted data-driven candidate screening and interview coordination, supported offer management and onboarding, ensured documentation compliance, and leveraged post-hiring feedback analysis to continuously optimize recruitment processes and employer branding efforts.

iEnergizer, Noida, UP   **September 2017 – May 2019 / February 2020 – July 2020**
Senior Customer Support Executive
- Responsible for tracking in-game Bugs.
- Provided in-game support to all the global players of Rockstar Games.
- Manage large amounts of incoming phone calls.
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Provide accurate, valid, and complete information by using the right methods/tools.
- Meet personal/customer service team support targets and call-handling quotas.