

Mansi Vishwakarma

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Professional Summary

Data Analyst with 4 years of experience in HR analytics, recruitment data insights, and business intelligence. Skilled in SQL, Power BI, and Excel, with a strong ability to analyse workforce trends, track key HR metrics, and deliver data-driven insights for strategic decision-making.

► Skills & Tools

- **SQL:** Data Extraction, Joins, Aggregations, CTEs, Window Functions
 - **Power BI:** Dashboards, Data Modelling, DAX, Visualizations
 - **Excel:** Pivot Tables, VLOOKUP, Data Cleaning, Advanced Formulas
 - **HR Analytics:** Attrition Analysis, Recruitment Funnel, Employee Performance
 - **Data Visualization:** Trend Analysis, KPI Tracking, Reports
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Professional Experience

Recruitment Analyst

Diverse Lynx | April 2022 – Jan 2025

- Designed SQL queries to extract, clean, and analyse recruitment and employee attrition data.
- Developed Power BI dashboards to visualize key HR metrics, including time-to-fill, cost-per-hire, and attrition trends.
- Optimized recruitment pipeline efficiency by identifying bottlenecks using data insights.
- Conducted trend analysis on employee turnover, providing recommendations to reduce attrition rates.
- Created automated Excel reports for HR stakeholders, reducing manual reporting time by 30%.

Jr. Software Engineer

Tech Mahindra | September 2019 – March 2021

- Developed and optimized SQL queries for data extraction and analysis, improving data processing efficiency.
- Designed and implemented automation solutions using SQL and Excel to streamline data reporting processes.
- Collaborated with cross-functional teams to develop data-driven solutions for business process optimization.

- Worked on data visualization projects to present key insights and improve decision-making processes.
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Data Projects

Employee Attrition Analysis (SQL + Power BI)

- Used SQL to analyze employee attrition patterns based on demographics, tenure, and salary.
- Built a Power BI dashboard to showcase attrition trends, department-wise churn, and salary impact on retention.
- Recommended HR policy improvements based on insights.

HR Metrics Dashboard (Power BI + Excel)

- Consolidated recruitment, performance, and engagement data into a single HR Analytics Dashboard.
- Provided insights on cost per hire, offer acceptance rate, and employee productivity.
- Helped HR teams make data-driven hiring decisions.

Religare Business Analysis (SQL + Power BI)

- Conducted data analysis for Religare to track financial and operational metrics.
 - Built a Power BI dashboard to visualize revenue trends, client acquisition, and policy performance.
 - Provided strategic insights to optimize business operations and improve financial planning.
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Certifications & Courses

- **Power BI Dashboarding** – Udemy
- **HR Analytics & Data Visualization** – Udemy