

Sanu K.

Phone: +91-9205927192 | isanu.sahil@gmail.com | Noida, UP

SUMMARY:

- Experienced BI Analyst proficient in data and business analytics, adept at using Power BI for visualization, Python and SQL for data manipulation, and Excel for data management.
- Skilled in creating comprehensive business documentation such as BRDs and FRDs. Known for translating complex data into actionable insights that drive informed business decisions and enhance organizational efficiency.

EDUCATION:

Diploma In Computer Science from RVDU, Rajasthan – 2014

CERTIFICATIONS:

Certified in Data Science

Certified in PowerBI Desktop

SQL Certification

SKILLS & TOOLS:

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|---------------------|-------------------|----------------------------|
| • Python | • JIRA Management | • Data Modeling |
| • SQL | • Matplotlib | • Descriptive Analysis |
| • MS. Excel | • Pandas | • Dashboarding & reporting |
| • PowerBI Desktop | • NumPy | |
| • Agile Methodology | • DAX | |

PROJECTS & CASE STUDIES:

- **ATS for Recruitment** - A fully functional ATS (Applicants Tracking System) that shows the complete recruitment process including client's feedback, requirements served by the recruiters and finally the hires/business we got from the client end against the submittals we made.
- **Sales Report** - Sales report for an E-Commerce company though-out the locations, segments, durations, and products. Created a dashing and minimalist yet informative dashboard using PowerBI.

WORK EXPERIENCE:

Intech Globe Pvt. Ltd.

Noida

BI/Business Analyst

Oct 2023 - Present

- Translated complex business requirements into visually compelling Power BI reports, customized to meet key stakeholders' needs, revolutionizing decision-making through actionable insights derived from Descriptive Analytics.
- Created comprehensive business documentation including BRDs, FRDs/FRSs, and other pertinent materials.
- Implemented Agile methodology principles for effective project management, utilizing Jira to track tasks, sprints, and overall project progress.
- Optimized data processing efficiency by over 40% through refining import and direct query methods in Power BI & executing thorough data cleaning and transformation in Excel, resulting in a 25% reduction in reporting times.
- Streamlined customer data consolidation from 5+ tables using SQL Joins to enhance database performance, leading to targeted marketing campaign improvements and a 15% enhancement in conversion rates.

ITTB Pvt. Ltd.

Noida

Account Manager

Mar 2023– Sep 2023

- Applied business development strategies to cultivate new client relationships, contributing significantly to company growth and success.
- Cultivated and nurtured candidate relationships and pipelines, demonstrating exceptional self-management

across multiple roles from initial sourcing to successful candidate closure.

- Played a pivotal role throughout the entire recruitment lifecycle, including candidate sourcing, interviewing, resume pipeline management, reference checks, salary negotiations, and final placements.

Intellioz India Pvt. Ltd.

Noida

Sr. Recruitment Manager

Nov 2022 – Jan 2023

- Worked with 5 recruiters, managing client relationships and ensuring streamlined communication and satisfaction.
- Demonstrated advanced proficiency in vendor networking, leveraging platforms like Tech Fetch, Dice, Monster, and conducting effective internet searches and database queries.

Anveta Consulting

Noida

Sr. Recruitment Lead/Manager

Feb 2021 – Oct 2022

- Led a team of 4 recruiters along with responsible for handling the client relationship.
- Actively involved in all phases of recruiting – sourcing, identifying, interviewing, screening, reference check, salary negotiations and closing.

Nityo Infotech Services

Noida

Sr. TA Analyst

Aug 2019 - Dec 2019

- Built and maintained a robust candidate pipeline by proactively sourcing, screening, and qualifying candidates, resulting in successfully closing 15 positions within a 3-month timeframe.
- Worked closely with HR managers and business leaders to develop targeted recruitment strategies based on monthly KPI reports, resulting in a 20% increase in applicant conversion rates.

APN Consulting

Noida

Sr. Recruitment Consultant

Jul 2018 - Jul 2019

- Identified inefficiencies in current candidate sourcing channels and designed new strategies, resulting in a 15% increase in qualified applicants per role.
- Developed weekly feedback reports to track candidate experience and interview outcomes, leading to a 10% improvement in offer acceptance rate.
- Collaborated with vendor networks and job boards to expand recruitment reach by 20%, resulting in a decrease of time-to-fill metrics by 25%.

Diverse Lynx

Noida

Sr. TA Consultant

Apr 2017 - Feb 2018

- Analyzed data trends to identify key recruitment metrics to fill the open positions.
- Prioritized candidate profiles based on skill set alignment and client requirements, leading to a 30% increase in successful placements and a 25% improvement in client satisfaction ratings.