**VISHAKHA JAISWAL** Date of Birth- 13/12/1993

Phone- 9450843979

vishakhajaiswal8@gmail.com

**Skills**

* **Power BI**, MS SharePoint, Clarity, Workday, Confluence, JIRA
* Database: SQL
* Salesforce (Admin Task), Base SAS
* MS-Excel, VBA, MS-Power Point, MS-Office
* **Experienced in:** Data Analysis, Requirements Gathering, Data Sampling & Techniques, Data Extraction & Reporting, Client Handling
* **Domain Worked on:** HR Analytics, Healthcare/Pharma Sector, Investment Banking and Financial Services

# Work Experience

**HSBC Software Development India (HSDI) Oct 2019 – Present (Location: Pune)  
Designation:** Business Reporting Analyst  
  
**Responsibilities:**

* Working on **Vendor Rationalization**/**Resource Management over SharePoint** for different cost centers, their budget vs allocated, pricing and transformation.
* Doing reporting and creating presentation on various sets data. Currently working on HTI VPN records, HTI RSA and HTI Clarity data reporting-- **analyzing a subset of all data in order to uncover the meaningful information in the larger data set**
* Taking up **transformation engagements/projects** for which completely involved in sprint planning, scrum framework, defining the initial plan
* Analysis of programs that include pipeline improvement initiatives. This involves working on Financial reports, Risk reports, Resource hours and timesheet booking analysis.
* Analysis of Clarity Data / Timesheets used by Perm and Non Perm for hours filled on different project. Coordination with different stakeholders across APAC and UK Markets, coordinate project set-up & resource allocation in Clarity and track time booking and utilization.
* Maintaining process standards by providing a framework to establish standard performance measures based on organizational goals and objectives.
* Extensively working on **Excel** for interactive reports.
* Using **Power BI** for interactive visualizations and business intelligence capabilities.
* Share the documents as a service provider/recipient and interact with Tax, Legal, Compliance teams to get an IGSA/ PLA executed.
* Extensively working in dashboard creation and high level PPTs responsible for providing information to **support effective decision-making for Senior Management.**

**WNS Consulting - (GSK Healthcare) Dec 2017 – Oct 2019 (Location: Gurgaon)  
Designation:** Data Analyst

**Responsibilities:**

* Management of publication projects by conducting **primary and secondary research** as needed - across all stages from **conceptualization to feedback**.
* **Statistical analysis technique** used to select, manipulate and analyse a representative subset of **data** points to identify patterns and trends
* **Creation and maintenance of standard operating procedures (SOPs**) for operational activities.
* Maintaining client Report Validation **- using activity diagrams, use cases, flowcharts & workflow analysis** to induce and manage requirements.
* Gathering information from multiple sources and critically evaluating it, r**econciling conflicts, disseminating high-level information into details and distinguishing user requests** from their true needs.
* Ensuring that outputs confirm to standard quality norms and meet client requirement.
* Extensively working on **Excel** for interactive reports.
* Using **Power BI** for interactive visualizations and business intelligence capabilities.
* Regular interaction with **the GSK’s pub team by attending the weekly and biweekly session**s with them – supporting ops on automation requests with the help of **Macros/VBA.**
* Effective stakeholder management, client facing experience and project management.

**Aon Hewitt (Fortune 500) July 2015 – Sep 2017 (Location: Gurgaon)  
Designation:** Reporting Analyst  
**Responsibilities:**

* Worked as a Data Analyst in the **Engagement Research Database team for collating and cleaning engagement data** from across the regions and mapping the project specific data as per the ERD standards.
* Further using the same data for **creating Market, Regional, Global and Industry benchmarks for analysis and reporting the data**.
* Working multiple projects by understanding client requirements, project goals and timing through discussions with on shore Aon Hewitt’s consulting team.
* End to end **project management** including handling of client queries and proposing feasible solutions to consultants.
* **Handling large amount of data in Advanced Excel.**
* The job profile **includes analyzing the engagement level of the employees of our clients** and developing an action plan by Defining analytic strategies, solutions & recommendations for them to improve the employee engagement.
* I worked in close contact with the consultants to understand their requirements and deliver the desired results with full accuracy and exceeding end clients’ needs.
* Our process also involves data extraction, data analysis using tools **like SAS (Statistical Analysis Software with experience in SAS/data step and creation of temporary & permanent libraries).** preparing insightful offline reports in MS PowerPoint, and MS Excel and online reports using Gate site (In house tool of AON).

**EDUCATIONAL QUALIFICATIONS**

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| **EXAMINATION** | **YEAR OF PASSING** | **INSTITUTION/UNIVERSITY** | **PERCENTAGE** |
| B.Tech (CSE) | 2015 | BBDNIIT | 70% |
| 12th | 2011 | ST. Peter’s School (I.C.S.E) | 78.4% |
| 10th | 2009 | ST. Peter’s School (I.S.C) | 74.8% |