

+971555997073 |  
lrnmair@gmail.com  
Spouse Visa

## LEKSHMI RAJMOHAN

Data Analyst

### PROFESSIONAL SUMMARY

A certified and multiskilled professional with good knowledge in Data Analysis and HR advisory skills capable of dealing with organizational needs with extensive analytical knowledge of administration and operations

### CAREER PATH

Data Analyst (Entry Level)	Oct 2021-Till Date
HR Officer, Fireman Safety Services, Dubai	May 2019-Jan 2020
Admin Co-ordinator, Sunclean Industries, Dubai	May 2017-Mar 2019
HR Officer, Fireman Safety Services, Abudhabi	Sep 2015-Sep2016

### WORK HISTORY

#### DATA ANALYST (ENTRY LEVEL)- REMOTE

- Using automated tools to extract data from primary and secondary sources
- Removing corrupted data and fixing errors and related problems
- Developing and maintaining databases, data systems – reorganizing data in a readable format
- Performing analysis to assess quality and meaning of data
- Knowledge of data visualization software, Tableau & Power BI
- Filter Data by reviewing reports and performance indicators to identify patterns, or problems
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for decision making •
- Ability to research market trends, and monitor data patterns for business-related decision making
- Assigning numerical value to essential business functions so that business performance can be assessed and compared over periods of time.
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Working with Operations, Business Development, Accounts, and HR leaders to identify process improvement opportunities, propose system modifications, and devise data governance strategies.
- Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends
- Design and standardization of forms and formatting in Word, PowerPoint, Excel.
- Strong mathematical skills to help collect, measure, organize and analyze data
- Technical proficiency regarding database design development, data models, techniques for data mining, and segmentation.
- Hands on projects as per course curriculum

#### HR OFFICER/EXECUTIVE/ADMIN COORDINATOR

- Recruitment & Onboarding duties (job description, staffing, training, performance evaluations, etc.).
- Administration & HR Procedures in line with UAE Labor Law
- Assisting PRO with company legal procedures
- First point of contact between employees and Management

- Maintaining employee records, company documents, etc in confidential.
- Leave, Payroll, and Overtime Calculation
- Monitor staff performance and attendance management
- Medical insurance – coordinating with the insurance brokers/agencies for issuing medical cards for the employees, handling the medical claims, Workman's compensations, etc.
- Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Accounts Department- Payment Follow-Ups, Receivables, and knowledge in Tally ERP

## EDUCATION

- B. Tech – Electronics & Communication , MG University, Kerala: 2004-2008
- M. Tech- Applied Electronics , Karunya University, Coimbatore : 2009-2011

## SKILLS

- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy
- Excellent Communication Skills
- Problem Solving Ability
- Research Oriented
- Good at teamwork

## CERTIFICATIONS

- Data Analyst : Edure , Trivandrum(ISO 9001:2015), Kerala
- Certified Specialist in Data Science & Analytics : ICT Academy of Kerala (Under State Govt. of Kerala )
- Specialist in Data Science with AI & ML (Pursuing): Edubex, UK

## INTERNSHIP- TCSiON

- HR Salary Dashboard- Train Dataset & Predict Salary (M/L Algorithm & Python )

## TOOLS

- MS Office, Advanced Excel
- My SQL, Python, Pandas
- Tableau, Power BI
- ATS
- HRMS

## PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Married
- Husband : Mr. Jayagopan K, Electrical Engineer
- Date of Birth :07.04.1987
- Visa Status :Sponsorship
- Passport : K5990712

Certificates and reference will be furnished upon request