Sohrab Khan

Data Analyst

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🧠 SKILLS

Microsoft Excel ● ● ● ● ●
Advanced functions (VLOOKUP, SUMIF, PivotTables), Data analysis, Data cleansing, Data manipulation, Data visualization

Microsoft Word ● ● ● ● ○
Document creation, Report writing, Formatting, Data organization, Collaboration

Microsoft PowerPoint ● ● ● ● ○
Presentation creation, Slide design, Data visualization, Storytelling, Animation effects

Recruitment & Selection ● ● ● ○ ○
Job posting, Resume screening, Interviewing, Candidate evaluation, Hiring process

Talent Sourcing ● ● ● ○ ○
Candidate sourcing, Networking, Candidate screening, Pipeline development, Talent acquisition, Platforms: Naukri, InstaHyre, LinkedIn, Internshala, Monster

IT Recruitment ● ● ● ○ ○
Technical candidate evaluation, IT job market knowledge, Skillset matching, Interviewing technical candidates, IT industry understanding

SQL Server ● ● ● ○ ○
Database management, Querying and manipulating data, Database design, SQL programming, Data retrieval and analysis

HR Analytics ● ● ● ○ ○
HR Metrics, Dashboard Creation, Key performance indicators (KPIs), Skill Matrix

Power BI Desktop ● ● ● ○ ○
Data visualization, Report creation, Data modeling, Data analysis, Business intelligence, Power Query etc.

Tableau ● ● ● ○ ○
Data visualization, Dashboard creation, Interactive reports, Data storytelling, Data exploration

Python ● ● ● ○ ○
NumPy, Pandas, Matplotlib, BeautifulSoup, Seaborn, etc.

💼 PROFESSIONAL EXPERIENCE

Talent Acquisition Intern   07-2022 – 09-2022
Talent Socio 🔗   India
- Managed end-to-end recruitment process for **IT** roles, including **job posting**, **screening**, **interviews**, and **onboarding**.
- Implemented behavioral-based interviews and assessments, resulting in a **15%** increase in candidate quality, reduced time-to-hire by **20%**, and validated by candidate self-assessments scoring an average of **8** out of 10 in relevant skills.
- Conducted **60+** phone screens and initial interviews to evaluate candidate qualifications and cultural fit.
- Assisted in the preparation of **5+** offer letters and facilitated smooth onboarding for selected candidates.

Business Development (Fund Raising and Strategies Development)   03-2020 – 04-2020
Jankalyan Multipurpose Education Society (JMES)   Nagpur, India
- Implemented the **SHIKSHA** project to spread awareness for **education** and **healthcare** in rural areas of Maharashtra.
- Successfully raised funds by engaging with over **120+** generous individuals for donations.
- Generated over **Rs. 5000** within a **week** to support the program.

🎓 CERTIFICATES

Modern Human Resource Management - Recruitment and Selection
Alison

Managing Work Life Balance in Changing Scenario
MANIT, Bhopal

5 - Day Zero Budget Marketing Workshop
NetSavvies

HR Analytics using MS Excel for Human Resource Management
Udemy Courses

The Data Analyst Course: Complete Data Analyst Bootcamp 2023
Python, NumPy, Pandas

🎓 EDUCATION

Master of Business Administration (MBA) - Human Resource Management (HRM)   2020 – 2022
Maulana Azad National Institute of Technology (MANIT)   India
- Graduated with 8.5+ CGPA.

Bachelor of Engineering (B.E.) - Mechanical Engineering (ME)   2015 – 2019
Sagar Institute of Science and Technology (SISTec)   India
- Graduated with 6.5+ CGPA.