

Nikita Singh | HR Professional

Lucknow, India 226002

+91 9794394293 - nikitasingh1623@gmail.com

Portfolio Link: - github.com/Nikki33-boop/HR-Analytics

LinkedIn: [linkedin.com/in/nikita-singh-08624514b/](https://www.linkedin.com/in/nikita-singh-08624514b/)

Career Objective

I am a HR professional with over 4 years of experience in talent acquisition, stakeholder management, and HR operations across startups and growing organizations. With hands-on exposure to HR analytics tools and personal projects in SQL, Power BI, and Python, I am now actively transitioning into roles that combine my recruitment expertise with data-driven decision-making. Open to roles in HR Analytics, HR Tech, Talent Operations, or hybrid positions that integrate recruitment and analytics. Eager to contribute to data-backed HR strategies that enhance organizational efficiency, workforce planning, and employee experience.

Work Experience

Talent Acquisition Specialist

Upstrive Consulting – Bengaluru, India (Jul 2022 - Feb 2025)

- Managed **end-to-end recruitment** for startups and mid-sized firms across tech and non-tech domains.
- **Led full-cycle recruitment** while analyzing metrics to reduce drop-offs and improve offer-to-join ratios.
- Optimized ATS configurations (Darwinbox, Hirepro) to enable **real-time recruitment dashboards**.
- Led online **recruitment drive with 95% attendance rate** with effective communication and coordination.
- Created dashboards using Excel to **track sourcing efficiency** and candidate pipeline health.
- Worked with hiring managers to set expectations and improve **time-to-hire** and **offer acceptance rates**.
- **Mentored junior team members** and supported process improvement initiatives.

Human Resources Manager

Vertocity – Hyderabad, India (Feb 2022 - May 2022)

- **Generated recruitment performance** reports to assess job board efficiency and candidate pipeline quality.
- Implemented online assessments to **evaluate candidate skills** and enhance screening efficiency.
- Drafted and **customized job descriptions** across roles to align with business goals.
- Supported training initiatives and created onboarding documentation for smoother transition.

Human Resources Manager

Vertocity – Hyderabad, India (Apr 2020 - Dec 2021)

- Spearheaded **early-stage campus hiring campaigns**, coordinated sourcing, interviews, and onboarding.
 - Managed **job postings, screenings, and onboarding operations** with measurable hiring KPIs
-

Projects

Layoffs Insights (SQL):

Project Link: https://github.com/Nikki33-boop/HR-Analytics/tree/main/SQL/Layoffs_Analysis

- Used SQL to analyse 1,000+ layoff records and identify patterns by industry, geography, and funding stage. Insights contributed to understanding macro trends affecting HR planning.
- Used SQL joins, aggregations, and filters to extract insights influencing HR forecasting.

Attrition Insights (Power BI):

Project Link: github.com/Nikki33-boop/HR-Analytics/tree/main/PowerBI/Attrition_rate

- Developed an interactive Power BI dashboard analysing attrition trends across departments and demographics.
 - Used Power Query for cleaning, DAX for KPIs (attrition rate, tenure, satisfaction), and visuals to support retention strategies.
 - Enabled HR managers to identify high-risk groups and improve retention efforts.
-

Certificates

- **Human Resources Analytics University of California, Irvine (Coursera)** - *Ongoing*
 - **People Analytics University of Pennsylvania (Coursera)**
-

Technical Skills:

- Power BI, Advanced Excel
- SQL (MySQL, PostgreSQL)
- Python (Pandas, Matplotlib, Seaborn)
- Data Cleaning and Visualization
- Report Automation

HR Domain Expertise:

- Tech and Non-Tech Hiring
 - Interview Coordination and Onboarding
 - Client/Stakeholder Management
 - Recruitment Funnel Metrics
 - ATS (Darwinbox, HirePro)
-

Education

Bachelor of Technology: Electronics and Communication Engineering | 2020

Lovely Professional University – Punjab, India

12th Standard: PCM | 2016

Manipal Public School – Lucknow, India