

# Rashi Rajput

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## SUMMARY

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Enthusiastic and detail-oriented Business Analytics postgraduate with a strong interest in AML/KYC compliance. Eager to begin a career in financial crime prevention and contribute to a compliance-driven environment. Committed to learning industry tools and processes to support effective monitoring and reporting of suspicious activities.

## WORK EXPERIENCE

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### MindLance

April 2022 – May 2023

#### Recruiter

- Managed and maintained a database of 700+ candidate submissions, ensuring accurate and up-to-date records for efficient utilization as per organizational requirements.
- Reviewed job descriptions to understand client needs and researched for the right candidate, achieving the required candidate within a short timeframe
- Managed and maintained a database of 700+ candidate submissions, ensuring accurate and up-to-date records for efficient utilization as per organizational requirements
- Utilized precise keywords and specific strings in the AATS interface to identify and retrieve the correct profile aligned with the requirements.
- Identify candidate pool through Monster, Dice, LinkedIn, CareerBuilder and ATS.

## EDUCATION AND CERTIFICATIONS

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### Business Analytics Professional

IOTA Academy, Indore

### PGDM

PIEMR, Indore

## KEY PROJECTS

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### AMAZING MART - SALES AND PROFIT TREND ANALYSIS

#### Tools Used: Excel

- Cleaned and merged datasets using VLOOKUP, calculated key metrics (Cost Price, Net Sales, Delivery Days), and performed exploratory data analysis to identify sales trends and shipping efficiency.
- Merged List of Orders and Order Breakdown datasets using Order ID as the common column, ensuring data consistency and accuracy.
- Utilized Pivot Tables in Excel and Power BI to create dashboards and reports such as top-performing regions, most profitable product categories, and preferred shipping modes.

### WORKFORCE ANALYTICS: EMPLOYEE DATA CLEANING, VISUALIZATION AND INSIGHTS

#### Tools Used: Excel

- Analyzed and cleaned corporate employee data to ensure accuracy and readiness for analysis.
- Evaluated the impact of education, service years, and gender on salary to identify trends and differences.

## CORE COMPETENCIES

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- MS Excel
- MS Office Suite
- Google Sheets
- Microsoft Word
- Problem - Solving
- Decision - Making
- Team Work
- Quick Learner

## ACHEIVEMENTS

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- Secured 3rd position in a dance competition during the college fest.
- Choreographed and led a team of 10+ team members.
- Represented my school in the Sahodya Volleyball Competition.



