



# EXCEL FOR HR TRACKING, REPORTING & ANALYSIS



 22 JUNE, 2026

 9 AM - 5 PM

 NIBAF, PAKISTAN (KARACHI)

This advanced-level training is designed for HR professionals who already work with Excel and want to upgrade their skills in HR analytics, automation, AI-powered reporting, and dynamic dashboarding. The program focuses on modern Excel capabilities, advanced formulas, data modeling, HR KPI analytics, and AI-assisted HR intelligence for corporate environments.

Participants will learn how to transform raw HR data into meaningful insights using advanced Excel tools, smart automation techniques, and AI integration for faster decision-making and strategic HR reporting.



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## PROGRAM OVERVIEW

### HR Data Structuring & Smart Data Management

- Designing scalable HR databases
- Converting raw HR data into structured tables
- Dynamic HR data architecture
- Advanced Data Validation techniques
- Duplicate management & error control
- HR data cleansing using modern Excel tools
- Working with large employee datasets
- Smart data import techniques

### Modern Excel Functions for HR Analytics

- XLOOKUP
- XMATCH
- FILTER
- SORT & SORTBY
- UNIQUE
- TEXTSPLIT & TEXTJOIN
- LET Function
- IFS Function
- SWITCH Function
- SEQUENCE Function
- CHOOSECOLS & CHOOSEROWS
- TAKE & DROP Functions
- Dynamic Array Formulas

### HR Automation & Intelligent Tracking Systems

- Automated attendance monitoring
- Smart leave management system
- Recruitment pipeline automation
- Employee onboarding tracker
- Performance evaluation automation
- HR compliance monitoring
- Automated alert systems
- Dynamic KPI tracking

### Advanced HR Reporting & Workforce Analytics

- HR MIS Automation
- Workforce analytics techniques
- Attrition & retention analysis
- Departmental performance analysis
- Recruitment analytics
- Salary & compensation analysis
- HR forecasting techniques
- Employee trend analysis

### Executive HR Dashboard Development

- Designing executive-level HR dashboards
- Dynamic HR KPI scorecards
- Workforce performance dashboards
- Recruitment analytics dashboards
- Employee engagement visuals
- Attendance & leave analytics dashboards
- Interactive management reporting systems

### AI-Powered HR Reporting & Analytics

- Using ChatGPT for HR analytics support
- AI-assisted formula generation
- AI-powered HR report writing
- AI for HR trend interpretation
- AI-generated dashboard insights
- AI-assisted workforce summaries
- AI prompts for HR professionals
- AI-supported data cleaning techniques

### TARGET AUDIENCE

- HR Managers
- HR Business Partners
- HR Analysts
- Recruitment Managers
- Payroll & Compensation Teams
- HR Operations Professionals
- Administrative Managers
- Corporate HR Executives

### FACILITATOR'S PROFILE

#### Ms. Sumaira Ghouri

Ms. Sumaira Ghouri is an experienced Corporate Trainer, Course Facilitator, Lecturer, and Public Speaker with over 12 years of expertise in Human Resources, Administration, Training, and Development. She has held progressive roles from HR Generalist to Manager Training across diverse industries, including pharmaceuticals, manufacturing, textiles, printing & packaging, import-export, and professional training.

She holds multiple academic and professional qualifications, including an MS in Business Administration, MBA in HRM & MIS, Master's degrees in Economics and Education, PGD in Labour Laws & Labour Administration (Gold Medalist), and DIT.

Having trained and taught more than 2,500 professionals, from junior staff to senior executives and directors, she is known for delivering practical, results-oriented learning experiences. Her areas of expertise include Microsoft Office, Power BI, Tableau, Human Resource Management, Labour Laws, and Soft Skills.

**Training Manager: Farah Khan**  
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