



# AKHIM JYOTI BARUAH

Associate HR Consultant, Infosys Limited || IIM Ranchi  
|| Shapoorji Pallonji || NIT Silchar

## Contact

9127505857/8638338965

akhimexams@gmail.com

Hyderabad, Telangana

## SKILLS

Recruitment

HR Analytics

Performance Management System

Exit Process

HR Policies

SAP SuccessFactors

L & D

## CERTIFICATIONS

- Tableau - **Business Intelligence and Analytics** using Tableau
- Basics of **R Programming** for Predictive Modelling and Analytics
- **People Analytics** and **Customer Analytics** authorized by University of Pennsylvania
- Design strategy: **Design thinking** for business strategy and entrepreneurship

## ACHIEVEMENTS

- *National Winners – Final Stint, IIM Ranchi (2017)*
- *National Winners - Parkraman, IIM Raipur (2017)*
- *NEC merit scholarship – B Tech, 2014*

## TOOLS

TABLEAU

SPSS

MS OFFICE

mySQL

## INTERESTS

Photography (Flat lay, Portraits),

Weight Training, Movies (Sci-Fi),

Dance (Freestyle, Hip Hop)



LinkedIn



Facebook

## Academic Record

MBA HR	Indian Institute of Management Ranchi	2019	7.37/10
B.Tech	National Institute of Technology Silchar	2014	7.96/10
Class XII	Kendriya Vidyalaya Khanapara - CBSE	2009	82.83
Class X	Jyotiniwas High School - SEBA	2007	83.33

## Professional Experience

➔ Associate Consultant (HR) Apr'2019 – Present

Infosys Limited 

- SAP SuccessFactors – Employee Central, Performance and Goal Management, Succession Planning – Certified by SAP

➔ Summer Intern 2 months (Apr' 18 - May' 18)

Bajaj Capital Limited 

- **Identified gaps** in HR processes by collaborating with process owners & stakeholders
- Use of **Quantitative and Qualitative tools** to design the process flow charts
- Standardisation of HR **Operations, Recruitment, T&D, PMS** processes through SOP
- **Benchmarking** of various HR processes to improve the turnaround time (TAT)
- Streamlining the **exit process** in the company with the use of analytics

➔ Work ex (Pre MBA) 12 months (Aug' 14 - Aug' 15)

Shapoorji Pallonji Co Pvt Ltd 

- **Allocated manpower** to different day to day activities & **optimized** resources
- **Negotiated** with third party vendors and **supervised** their assigned tasks
- Communication point for daily measurements and **inter-departmental billing**
- Evaluated designs in **close liaison** with **clients** and executed those in the field

## Projects

➔ X-culture Global Collaboration project (International Live Project)

- Member of a **global virtual team** from with team members from USA and Ghana
- Developed a market expansion for a multinational company – **Bliive**
- Develop engagement strategy for customers on the app via **gamification**

➔ Course Project – Recruitment and Selection

- Study and **benchmark** the staffing strategies of 3 companies in the aviation sector
- Analyse the **staffing strategies** and find variation with respect to the culture

➔ Live Project – Training and Development

- **Training Need Analysis** of employees at Clerical Level in Central Bank of India
- Gap Analysis using **task and KSA statements**

## Leadership

➔ Senior Executive member, Visual Branding & Content Body, IIM Ranchi

- Designed the **recruitment strategy** of the body for the upcoming batches
- Handled the **official Instagram** handle of IIM Ranchi for a period of 2 years