

Akshat Negi

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**Summary:**

Industrious Workforce Management Executive adept at identifying potential workforce issues and implementing cost-effective solutions. Skilled in ensuring quality across various business environments. Specializes in developing practical internal and external communication techniques.

Education:

Post Graduate Diploma in Data Science and HRM (2020-2022)

St. Xavier's College, Bangalore

Bachelor of Computer Applications (2017-2020)

Dayananda Sagar College of Arts, Science and Commerce, Bangalore

Work Experience:**KPIT***Executive - Resourcing*

September 2022 – September 2024

- Manage workforce planning and staffing needs to ensure optimal resource allocation.
- Develop and implement strategies to address workforce issues and improve productivity.
- Coordinate with department heads to understand staffing requirements and align recruitment efforts accordingly.
- Conduct interviews, assess candidates, and make recommendations for hiring decisions.
- Oversee employee onboarding and orientation processes to facilitate smooth integration into the organization.
- Implement and maintain HR policies and procedures to ensure compliance with company standards and regulations.

KPIT*Resourcing Intern*

July 2022 - September 2022

- Supported the resourcing team in various aspects of the recruitment process, including candidate sourcing, screening, and interview coordination.
- Assisted in analyzing workforce data to identify trends and opportunities for improvement.
- Contributed to the development and implementation of resourcing strategies to meet organizational objectives.
- Collaborated with team members to streamline resourcing processes and enhance efficiency.
- Provided administrative support to the resourcing team as needed.

Zycus

Localization Intern

April 2022 - July 2022

- Assisted in the localization process for software products, ensuring accurate translation and adaptation for target markets.
- Collaborated with cross-functional teams to identify localization requirements and prioritize tasks.
- Conducted quality assurance checks to ensure linguistic and functional accuracy of localized content.
- Contributed to the development of localization strategies and best practices to enhance efficiency and effectiveness.
- Supported documentation and training efforts to facilitate successful product launches in international markets.

Blitz Jobs

Human Resource Generalist Intern

October 2021 – December 2021

- Drafting and posting job descriptions on various job boards and the company website.
- Reviewing applications and shortlisting candidates.
- Scheduling interviews and communicating with candidates.
- Contacting references for potential hires.
- Assisting with the onboarding process, including preparation of orientation materials, setting up new hire accounts, and conducting initial orientation sessions.

Organisational Achievements:

- *Implemented Cost-Saving Measures:* Spearheaded initiatives resulting in a reduction in workforce-related expenses.
- *Improved Recruitment Efficiency:* Streamlined the recruitment process, resulting in a decrease in time-to-fill positions and an increase in the quality of hires.
- *Enhanced Employee Retention:* Developed and implemented retention strategies leading to an increase in employee retention rates.
- *Introduced Performance Management System:* Implemented a performance management system resulting in improved employee performance, increased productivity, or enhanced employee satisfaction.
- *Optimized Workforce Allocation:* Developed and implemented workforce planning strategies resulting in improved resource allocation and increased productivity.
- *Implemented Training Programs:* Designed and delivered training programs aimed at enhancing employee skills and competencies, resulting in improved employee performance or increased employee satisfaction.
- *Received Recognition or Awards:* Received recognition or awards for outstanding contributions to workforce management

Certifications:

- Business Analytics with Excel: Elementary to Advanced (*Johns Hopkins University*) Credential ID: 2TMA6FVXZVEX
- Introduction to Business Analysis Using Spreadsheets: Basics (*Coursera*) Credential ID: LL9Y2LWCZGY
- Certified Program Evaluator (*Corporate Finance Institute® (CFI)*) Credential ID: 143309440
- Microsoft Excel (*Coursera*) Credential ID: 9JCQBWGVV4JV

Publications:

- Factors Affecting Online Food Delivery Platform in Bangalore.
IJRAR - INTERNATIONAL JOURNAL OF RESEARCH AND ANALYTICAL REVIEWS
https://ijrar.org/viewfull.php?&p_id=IJRAR22A2412
- Analysing the future of Artificial Intelligence and Machine Learning.
INTERNATIONAL JOURNAL OF RESEARCH AND ANALYTICAL REVIEWS (IJRAR.ORG)
https://ijrar.org/viewfull.php?&p_id=IJRAR22A1922
- HR Analytics in Business and its Organizational Effectiveness.

International Journal of All Research Education and Scientific Methods (IJARESM)

https://www.ijaresm.com/uploaded_files/document_file/Akshat_NegigJjk.pdf

- Profundity Of Business Analytics & it's Purview in India

INTERNATIONAL JOURNAL OF RESEARCH AND ANALYTICAL REVIEWS (IJRAR.ORG)

https://ijrar.org/viewfull.php?&p_id=IJRAR21D1003

- COVID-19 Effect & Impact on HRM
International Journal of Research and Analytical Review
https://ijrar.org/viewfull.php?&p_id=IJRAR21C1619

Skills:

- Workforce Improvements
- Tableau
- Technical Knowledge
- Strategic Planning
- Performance Management
- Advanced Excel (Pivot Tables, VLOOKUP, INDEX-MATCH)
- Excel Macros & VBA Programming
- Data Analysis & Automation
- Process Optimization

Hobbies:

- Sports
- Outdoor Activities
- Travel