

J Arthy

B502 Shankar Tower, Sanpada Sector 14, Navi Mumbai | M: +91 9566103413

E: archy.j.2412@gmail.com | LinkedIn: <https://www.linkedin.com/pub/j-archy/14/831/353>

Energetic, result oriented HR professional with self-driven go getter attitude. Look forward to work in a challenging environment and make strategic impact on the projects I work upon and thereby contribute to organization success through innovation, determination and hard work, hence deriving professional satisfaction.

PROFESSIONAL EXPERIENCE

Management Trainee (HR), State Bank of India

June 2016 onwards

- ✓ Implementing the Succession Planning as a part of Change Management Initiative
- ✓ Manage MIS system through SAP Reporting Tool
- ✓ Revamping the Onboarding Program

Consultant, Polaris Financial Technology Limited

July 2011 – June 2014 35 Months

- ✓ Communicate the functional aspect of Intellect, the Banking Software product of Polaris to the client.
- ✓ Plan and Coordinate Software Release with the technical team of Polaris.
- ✓ Drafted and finalized Business Release functional documents as per the requirement of the client.
- ✓ Delivered on time and in full of Intellect reports for HDFC, India and ADCB, Abu Dhabi.
- ✓ Finalized new functional requirements for CITI Bank branches in South East Asia, Europe and Middle East.
- ✓ Team Coordinator for project release management for CITI, Singapore from 2013-14.

PROFESSIONAL INTERNSHIP /ACADEMIC PROJECTS

Sanofi India Limited

April to June 2015: 2 months

Project: Design an HR Handbook and Benchmark the HR Policies with the peers in the industry.

- ✓ Employee survey was conducted to understand the reason for attrition.
- ✓ Benchmarking against peer companies – Johnson & Johnson, Abbott and Pfizer.
- ✓ Revisited existing HR Policy and documented it as a handbook to reduce employee attrition.
- ✓ Proposals on the same was made on internal and external benchmarking and was rated 'Excellent' by the Head Business HR (Sanofi)

Chennai Petroleum Corporation Limited (Group of IOCL)

May to June 2015: 7 weeks

Project: Designing of Propane Recovery Unit

- ✓ Improved the performance of propane recovery from 95% to 99% using design interventions.
- ✓ Proposed minor changes to design that was implemented for optimisation and revamp of existing unit.

Central Leather Research Institute

June 2009: 4 weeks

- ✓ Underwent implant training on various unit operations.
- ✓ Analysis of the kinematic viscosity of the liquids.

OTHER ACADEMIC ACHIEVEMENTS

- ✓ Presented a research paper titled "Pursuit of Renewable Energy from Natural Sources – Ammonia Production from Biogas Plants in NaCORE 2009, a national conference at Jodhpur co-authored by Ms. Shivani Raina.
- ✓ Presented a research paper on Student Space Settlement for Ames Research Center, NASA in 2008 co-authored by Ms. Sakshi Jain and Ms. Seema Choudary.
- ✓ Part of Institute of Engineers in the All India Seminar on "Bridging the Demand Gap" and Alternative Sources of Energy in 2005.

EDUCATION

Xavier Institute of Management Bhubaneswar

2014 - 2016

MBA – Human Resource Management

Malaviya National Institute of Technology ,Jaipur(NIT)

2007 - 2011

B.Tech in Chemical Engineering

PROFESSIONAL COURSE

- ✓ “Behavioural Architecture” by Mr. Biju Dominic, CEO Final Mile Consulting
- ✓ “Accounting for HR Managers” by Prof. D.V Ramanna, XIMB

SKILLS

- ✓ Analytical: Hands-on working with data, proficient in formulating analytical methodology, identifying trends and patterns with data business impact analysis, proficient with hypothesis testing segmentation, clustering.
- ✓ Tools & Platforms: Microsoft Excel, Microsoft PowerPoint, MATLAB, SPSS and CHEMCAD.
- ✓ Domain Skills: In-depth understanding of Customer Lifecycle Management within the financial services domain, customer servicing & understanding customer touch points, customer retention, lead management.
- ✓ Soft Skills: Highly self-motivated, proficient in managing various stakeholders, capable to act as an owner & deliver results, effective communication & good interpersonal skills, change management champion , structured thinker, team player and a proactive learner.

PROFESSIONAL MEMBERSHIP

- ✓ Member of Society of Human Resource Management 2014 to present.

EXTRA CURRICULAR ACTIVITIES

- ✓ Core Member of Student Placement Committee (PLACECOM) at XIMB, XUB from 2014-16.
- ✓ Event Head of the Annual Techno-Cultural fest of MNIT, Jaipur- Blitzschlag 2010.
- ✓ Executive Editor for the institute's magazine-Scribbles for MNIT Sports Tournament 2009.
- ✓ Executive head of Literary Society in 2009.
- ✓ Won the event, ‘Lezen’ in intercollegiate Literary Festival in 2007.