

Varun Baruah

Project & Operations Manager | AI Enthusiast



■ Jorhat, Assam ✉ msbnat10@gmail.com LinkedIn

Professional Summary

Multifaceted Project and Operations Manager with 6+ years of experience in video production, AI automation, and client operations. Adept at leading projects from conception to completion, streamlining workflows through technology, and driving business growth via strategic sales and client relations. Passionate about human-centered AI, operational efficiency, and finance.

Professional Experience

Project & Operations Manager — Sixteen By Nine Media Productions | Mumbai (Remote) | Dec 2022 – Present

- Directed the complete video production lifecycle for 10+ monthly projects.
- Negotiated vendor rates and onboarded influencers, ensuring profitability.
- Authored SEO + GEO blogs, growing organic reach from 0 to 15 within one month.
- Generated \$300K+ business in one year through strategic outreach.
- Automated workflows using Google App Script & n8n, cutting admin time significantly.

MIS Executive — Mister Mavericks | Mumbai | Aug 2022 – Dec 2022

- Built performance dashboards and optimized tracking systems.
- Coordinated team schedules and analyzed outreach data for decision-making.

Medical Secretary — Nisos Technologies | Brooklyn, NY (Remote) | Mar 2022 – Aug 2022

- Maintained HIPAA-compliant medical records and coordinated 50+ appointments weekly.
- Developed automated reminder system (Zapier + Google Sheets + Amazon Connect), boosting patient footfall by 20%.

DIP Executive — SBI Card | Jorhat, Assam | Aug 2021 – Feb 2022

- Verified client documentation with 100% accuracy.
- Upsold premium cards, increasing revenue by 8% MoM.
- Prepared daily performance and strategic reports.

Skills

- Project & Ops: Strategic Planning, Remote Operations, Vendor Relations, Negotiation
- AI & Automation: n8n, Zapier, Custom GPTs, Process Automation, Prompt Engineering
- Sales & Outreach: LinkedIn Outreach, Apollo.io, Mailchimp, Odoo CRM, Lead Nurturing
- Content & Media: Video Production, Branding, Social Media Campaigns, AI Media Tools
- Technical Tools: Salesforce, HubSpot, Indeed, Keka HR, Miro, Canva, Google Workspace

Education & Certifications

- B.A. in Clinical Psychology — Indira Gandhi National Open University (2017–2022)
- AISSCE (Science) — Kendriya Vidyalaya (2012–2014)
- NISM Series XII – Foundation in Securities Markets — Certification
- Healthcare Data Literacy — University of Pennsylvania (Certification)