

SUDIPTA KHARA

Workflow Analyst | No-Code Automation & Process Design

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PROFESSIONAL SUMMARY

Workflow Analyst specializing in designing and optimizing no-code automated workflows using Make.com, Zapier, and Airtable. Experienced in process mapping, bottleneck identification, and building multi-step automations. Strong QA and documentation background from LLM evaluation work enables precise workflow specification and iteration.

CORE SKILLS

Workflow Automation: Make.com, Zapier, Airtable, Notion

Process Design: Workflow Mapping, Bottleneck Analysis, Conditional Logic, Multi-step Automation

AI & Agent Tools: Voiceflow, ElevenLabs, Antigravity, LLM Integration

Quality & Docs: Process Documentation, QA Checklists, Guideline Authoring, SLA Monitoring

Reporting: Excel, Looker Studio, Tableau, Microsoft 365, Canva

PROFESSIONAL EXPERIENCE

LLM Analyst | Innodata Pvt. Ltd. | Dec 2025 – Present

- Mapped and optimized annotation review workflows for 500+ weekly multi-modal tasks across text, image, video, and audio pipelines.
- Authored annotation guidelines and QA checklists that standardized team-wide processes, reducing errors and rework.
- Monitored compliance and quality metrics across 1,000+ monthly AI outputs, identifying process gaps and recommending fixes.
- Designed onboarding workflows for new annotators; maintained 95%+ quality adherence across all SLA targets.

Analyst Intern | Adore India & Spirit Youth Foundation | Sept 2024 – Jan 2025

- Analyzed data workflows across outreach programs serving 100+ participants; streamlined reporting processes and improved turnaround time.

AUTOMATION PROJECTS

AI-Powered Procurement & Approval System — Make.com, Airtable

- Built end-to-end procurement workflow automating purchase requests, multi-level approvals, and status tracking with conditional routing logic and audit trail logging.

AI Annotation Agent | Career Intelligence Agent — Make.com

- Built automated annotation pipeline with AI-assisted labeling and human-review flagging; separately developed an AI career agent with trigger → enrichment → LLM processing → structured output architecture.

EDUCATION

M.A., Political Science | IGNOU | 2024–2026 **B.A., Political Science** | Bharati College, University of Delhi | CGPA: 8.0/10 | 2021–2024