



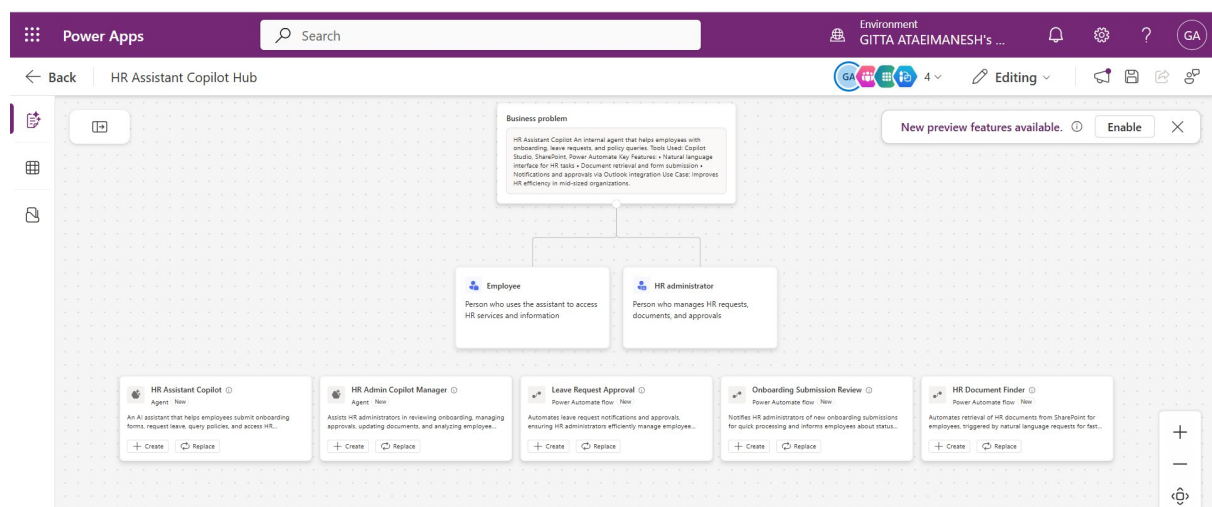


HR Assistant Copilot (Copilot Studio + SharePoint + Power Automate + Outlook)

An internal conversational agent that streamlines HR operations for mid-sized organizations. Employees interact via natural language to submit leave requests, access onboarding materials, and retrieve policy documents. The assistant automates form submissions, triggers approval workflows, and sends notifications through Outlook. All data is securely managed in SharePoint.

-  Natural language interface for HR tasks
-  Document retrieval and form automation
-  Outlook-based notifications and approvals
-  Built with Copilot Studio, Power Automate, and SharePoint



Problem: HR teams in mid-sized organizations often face high volumes of repetitive queries and manual tasks, such as onboarding support, leave requests, and policy clarifications — leading to inefficiencies and delays.

Solution: Designed an internal HR assistant using Copilot Studio that interacts with employees through natural language. The assistant retrieves documents, submits forms, and triggers approval workflows via Outlook and Power Automate. All data is stored and managed securely in SharePoint, ensuring traceability and compliance.

Skills Showcased:

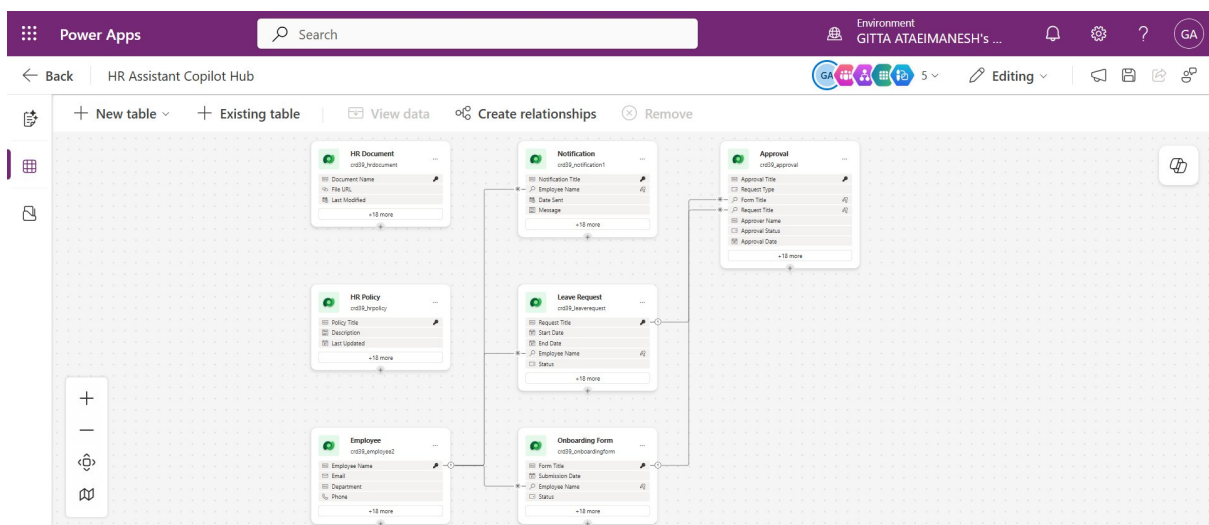
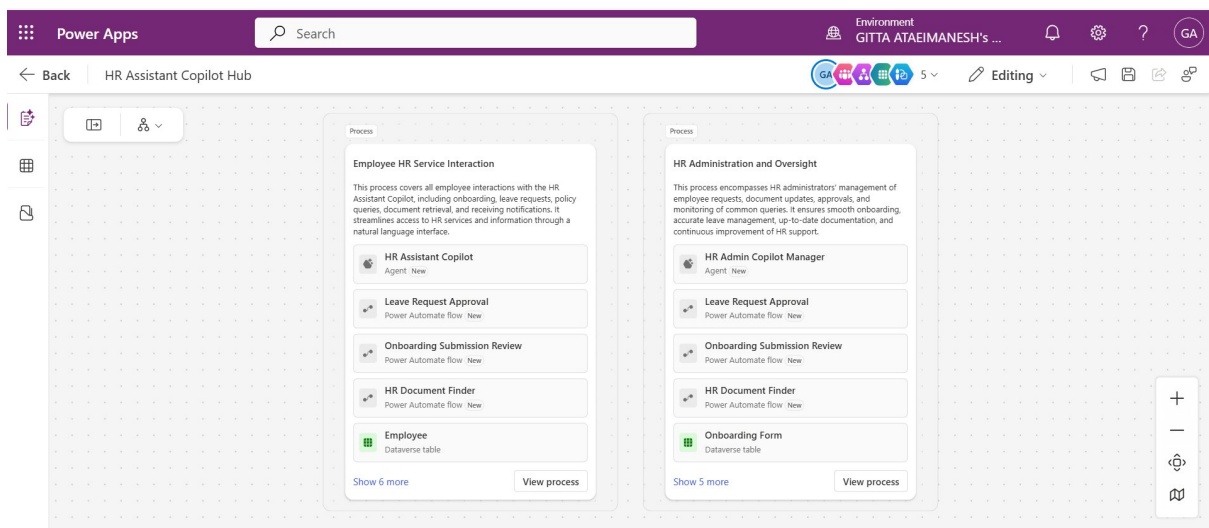
- Conversational UI design with Copilot Studio
- SharePoint integration for document and form handling

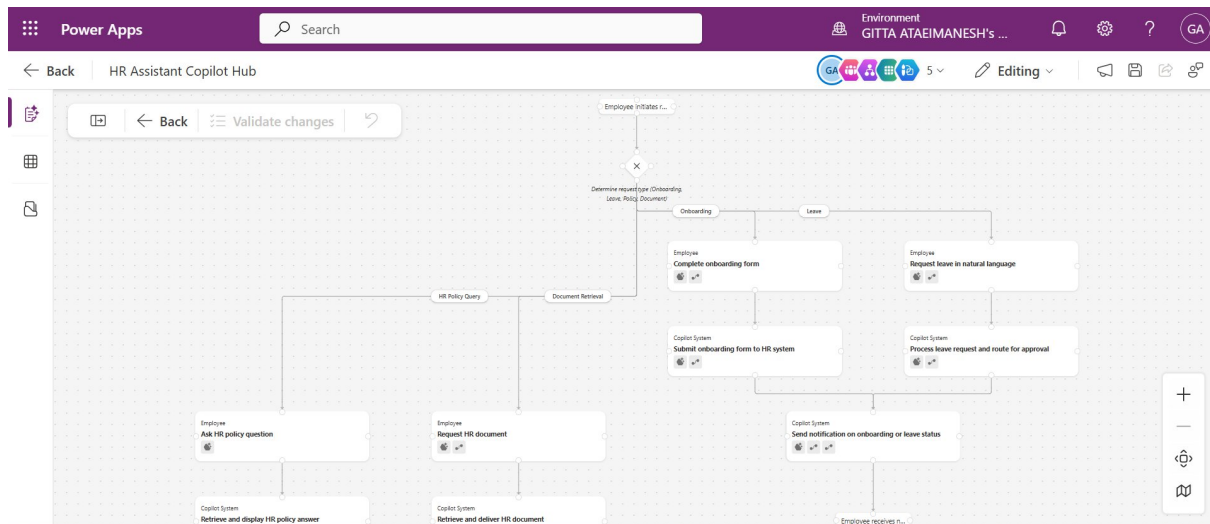
- Workflow automation using Power Automate
- Outlook-based notifications and approvals

Impact:

Impact: Boosted HR efficiency, reduced response times, and empowered employees with self-service tools.

- Reduced HR response time by 70%
- Increased employee satisfaction with self-service tools
- Freed up HR staff to focus on strategic initiatives





Learning: This project taught me how to design intelligent agents that combine natural language processing with backend automation. I gained experience in orchestrating multi-platform workflows and creating user-friendly interfaces that simplify complex HR tasks.