**Almaz**

**APPLICATION LETTER**

**Email**: *almaz.lohani2012@gmail.com*

**To** : vasana (shebhar)

**Ta**  : vadgam  **Dist** : Banaskantha (B.K)

**Pin code** : 385421

**Mo-9824250842**

Dear sir or madam,

Please accept this letter of application and the accompanying Curriculum Vitae as an expression of my interest in a position with your organization.

As my Curriculum Vitae indicate, I will receive a master degree in Master of Business administration (MBA).With Human Resource Management (HR) from Gujarat Technological University (GTU). I would like to begin my career with an organization when my performance can help organization to achieve the strategic objective and thus help me grow the organization.

I have acquired a sound overall knowledge of leading edge Human Resource Management Industrial Relation, Labour Welfare & Labour Laws.

My personal attributes include leadership, sound judgment Communication Skills & Positive Attitude. I interact productively with people from diverse backgrounds.

I am sure I will make significant contribution to your organization, and I would like to take the opportunity to meet with you to discuss how my education and abilities can be utilized in your organization.

Thank you for your consideration. I look forward your response.

Sincerely,

Almazkhan s lohani

Enclose: c.v.

## CURRICULUM VITAE

***Almazkhan . s lohani.***

**Contact information**

**Address :** To: Vasana (shebhar)

Ta : Vadgam

Dist: Banashkantha.

Pin: 385421

**Mo**: :+91-9824250842

**E-mail ID** *almaz.lohani2012@gmail.com*

**Career Objective**

To pursue challenging career in **Human Resource (H.R)** that utilizes my inherent skills in

Leadership Ability and Innovative methods to produce time bound results which are effective

to achieve objectives of the Organization ensuring all round developments on long-term basis.

**Personal Particulars**

**Date of birth** : 04/06/1989

**Gender :** Male

**Nationality** : Indian

**Religion/cast :** Muslim

**Marital status** : Unmarried

**Hobby** : Music, Reading.

**Languages know** : English Hindi and Gujarati.

**Educational Qualifications**

##### M.B.A (HR) – 2014 from Patel Group of Institution, Mehsana

##### B.com with second class in March-2011

##### H.S.C with first Class from GSHEB, Gandhinagar in March-2008

**S.S.C** with Second from GSEB, Gandhinagar in March-2006

**Computer Skill**

* MS-Office (Word, Power Point, Excel.)
* Internet
* Microsoft office outlook

**Experience**

* Fresher

**Summer training project report**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Duration** | **Projects Undertaken** |
| (1)Ratnmani Techno Cast.Ltd.  Chhatral(Kalol) | 1 Month | , **“A PROJECT REPORT ON "TRAINING AND DEVELOPMENT" AT RATNAMANI TECHNO CASTS. LTD.** |

**Key Skills**

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* Positive Attitude
* Hard working.
* Motivate by New Challenge.

Learning During The Project

* Handling entire monthly payroll process, attendance and maintain leave record.
* Respond to employee queries on polices/processes especially salaries related issue.
* Manage the end to end process for Employees Identity card and Food Coupon
* Introduction of all kinds of necessary HR Formats like Appointment letters/Offer letters/Exit interview Form etc
* Manage Bio metric Attendance Application for Employee.

**Declaration**

I declare that the above information furnished by me is true to the best of my knowledge and will present original document whenever asked for

**DATE:** (Almazkhan , S lohani)