

COVER LETTER

Ushama mansuri

ushamamansuri5@gmail.com

+91 87807 54664

ahmedabad

Dear Hiring Manager,

I'm applying for position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Ushama mansuri

Ushama mansuri

2976,Nr.Aaysha Market, B/H Municipal Girls High School
Dhalgarwad Ahmedabad -380001.
+91 87807 54664
ushamamansuri5@gmail.com

Objective

To obtained a job Where my Skills, Abilities and Knowledge could be used in right direction and up to my full Capacity, Leading to my Growth.

Academic Details

GIs

PGDM in HRM, 65%, 2020

Gujrat university

Diploma in labour law and practice , 53%, 2018

Gujrat university

B.com, 55%, 2017

GHSEB

H.S.C., 65%, 2013

GSEB

S.S.C, 55%, 2011

Work Experience

Geleriya food and bevrages pvt ltd

HR come manager , Jan 2018 - Dec 2018

Project Details

Moonlighting of Employees

A Study of Moonlighting of employees

Period : 15 Team Size: 2

Labour Welfare Facilities

A Study of labour welfare facilities

Period : 15 Team Size: 2

Field of Interest

HR

Skills

- excellent communication and interpersonal skills
- Organization planing and leadership skills
- Team player and adaptable to the learning environment.
- ability to work under pressure
- ability to adapt any challenging situations

Achievements

Receive many awards in college level.

Strength

- Self motivated
- Positive attitude

Hobbies

Sports
reading
Music
Movie

Reference

Jasmine pandya

professor At GLS managment exelnt.
+919824052434

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place : Ahmedabad

(Ushama mansuri)