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Dear Hiring Manager,

I am writing to apply for the position of Human Resources (HR) at your esteemed organization.

As someone in HR field with over 8 years of experience, I have developed expertise and earned achievements that I am excited to bring to your organization.

As a dedicated employee in HR roles, I have hands on experience in recruitments, onboarding, HR policies, performance appraisals (PMS), employee engagement, employee benefits, rewards & recognition, HR audits, offboarding, HRIS implementation

Below are few of my achievements which I have gained in my 8 years of professional journey:

1) 2 HRIS software implementation projects.

Adrenaline - when working with SEDEMAC Mechatronics Pvt. Ltd.

Darwin Box - when working with JSW Steel Ltd.

2) 5 Performance appraisal cycles.

Worked on appraisals with SEDEMAC, JSW and Compucom

3) HR Policies

Drafted few HR policies such as leave policy, BGV policy, outstation travel policy, POSH policy, etc.

4) HR Data Management

Managing data (MIS) for around 6000 employees when working with JSW Steel Ltd.

Managing HR database w.r.t. active employee file, insurance file, exited employee file, etc. while working with Compucom, JSW and SEDEMAC Mechatronics Pvt. Ltd.

Thank you for taking your time to review my application.

I will be happy to answer any questions you have about my experience and qualifications.