**Dear Madam/ Sir**,

It is a pleasure to introduce to myself for Position in your organization. I evince my interest to work with your organization, and believe that my Skills, education and experience would be appropriate for the same.

Highest Qualification – M.B.A

I was working as a District Coordinator – GEP, Bihar – In **CARE India.**

Prior to this I was working as an Advocacy & Communication Officer – In **Rainbow Foundation India.** Patna, Bihar.

Previously I was working with Sky Vision Media Pvt Ltd an advertising company in Planning & Implementation before that I was with Kotak Life Insurance as operation Manager. I started my career with Axis Bank as a customer care executive.

I possess ability to direct complex projects from concept to fully operational stage. I am a goal-oriented individual with strong leadership capabilities, organized, highly motivated, progressive professional with broad based and genuine approach towards problem solving.

I have done MBA in Human Resource from Lalit Narayan Mishra Institute with more than 8 years of work experience.

I believe I could apply my combination of knowledge and experience to meet Organizational needs and also optimize my knowledge and skill in a new milieu.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding this opportunity to work together.

Thanking you in anticipation.

Sincerely,

**Sumali**

**Address:** House No.558

Nehru Nagar,

Road No.5,

Patna –13.

**Contact No.** : +91-9304086445, 7209384204

**Date of Birth:** 05.05.1979

**Email ID:** sumali2lnmi@yahoo.co.in

**Objective:**

To work with an organization, wherein I can use my specialized knowledge, skill and experience in effective implementation of a project of mass relevance and community welfare.

**Profile:**

* More than 8 years of experiences as professional in different capacity including supervisory.
* Ability to direct complex projects from concept to fully operational status.
* Goal-oriented individual with strong leadership capabilities.
* Organized, highly motivated, and detail-directed problem solver.
* Progressive professional with broad based and genuine approach towards problem solving.
* Effective planning and organizational skills.
* Ability to successfully manage multiple priorities and assignment.
* Possess effective presentation, verbal and written communication skills.
* Articulate and creative, offering innovative and practical solutions.
* An experienced team player, bringing enthusiasm and energy into group efforts.
* Able to motivate and lead to produce desired results.

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/ Diploma** | **Institution** | **University/Board** | **Year of Passing** | **Percentage** |
| M.B.A. | L.N.Mishra | Magdha University | 2004-2006 | 73.5 |
| B.Sc | A.N.College | Magdha University | 2000-2003 | 61 |
| H.S.C | J.D.Womens’ College | B.I.E.C. | 1998-2000 | 56 |
| S.S.C | I.G.B.V. Hazaribagh | B.S.E.B | Jun-98 | 71.5 |

**Additional Qualifications:**

Proficient in basics of Computer

**Projects:**

* **Academic:**

**Topic**: Manpower Planning & Training Schemes at NTPC, Kahalgaon.

**Synopsis**: Study of the NTPC, Kahalgaon.

**Learning**: Planning and managing the manpower resources.

* **Industry Interface**
* Name of the company - **CARE India.**

Designation – District Coordinator – GEP, Bihar.

Representation of programs at district level to provide overall leadership, supervision and management to the team for carrying out in the targeted district under State Office. To lead a team, networking with local government, partnering with other likeminded organization, documenting and overall supervision of the program and ongoing activities on a timely manner.

* Name of the company - **Rainbow Foundation India**. Patna, Bihar

Designation – Advocacy & Communication Officer

* Name of the company – **Sky Vision Media Pvt Ltd**(Advertising Firm), Patna

Designation – Manager Planning & Implementation

* Name of the company – **Kotak Life Insurance**, Delhi

Designation – Associate Manager

* Name of the company – **Axis Bank**, Patna

Designation – Customer Care Executive

**Personal Attributes**

* Always positive and optimistic.
* Maintaining the environment of mutual trust and confidence.
* Goal Oriented.

**Linguistic Abilities**

* English & Hindi

**Interests**

* Listening to music
* Travelling

**I hereby declare that the above given information is true to the best of my knowledge and belief**

**Sumali**

**Date**