

# KHUSHI RANI

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## Hiring Manager

Capgemini Technology Services India Ltd.  
Hyderabad

Dear Hiring Manager,

I am writing to express my interest in the **PMO (Project Management Office)** position at **Capgemini**, as part of the Off Campus Drive 2025. I am currently pursuing my **B.Tech in Computer Science and Engineering** from **Arka Jain University**, and I am eager to apply my organizational, analytical, and communication skills in a collaborative and growth-oriented environment like Capgemini.

As the **Google Developer Groups (GDG) on Campus Lead** at my university, I have successfully organized multiple technical and community-based events—managing everything from planning and coordination to execution and reporting. This experience helped me develop strong **stakeholder management, task planning, and team coordination** skills, which align closely with the responsibilities of a PMO role.

Alongside leadership, I have worked on several projects involving **Python and JavaScript**, and have also developed AI-based applications using **LangChain** and **Streamlit**. In addition, I possess a working knowledge of **C++**, which has strengthened my programming fundamentals and logical thinking. These experiences have improved my ability to handle data, prepare reports, and maintain process efficiency—skills that are crucial for **project operations and resource management**.

I am proficient in **Microsoft Excel, Word, and PowerPoint**, and have used them extensively for **data analysis, documentation, and presentations**. I take pride in my attention to detail, problem-solving approach, and ability to manage multiple responsibilities effectively.

I am excited about the opportunity to contribute to **Capgemini's innovative environment** and support project operations that drive business success. Thank you for considering my application. I would be delighted to discuss how my skills and experiences align with your team's objectives.

Sincerely,

**Khushi Rani**