

Cover Letter

To,
The Principal,

Dear Sir/Madam,

There's nothing quite like teaching.

I'm lucky, because through teaching, I get to live my passion. I love working with kids. I love inspiring learning and I love the results. There's no better feeling than seeing one of your students finally "get it".

Creative lesson plans and boundless energy are what I consider to be my hallmarks. Your school, it's students and their parents deserve the very best Teacher's Aide. My reason of writing is to get the chance to serve your institution as a teacher. I am pursuing **B.Ed** from **Maharishi Dayanand University** and starting my career from your institute would be a good start for me as well as for your institution. I have a diverse career background with much to offer.

I'm currently looking for a full-time teaching position. I would like to utilize my skills and experience as well as my passion for teaching to train and educate young minds. What my resume cannot illustrate are the intangibles that set me apart from other candidates. I have a tremendous love for children, I possess a calm attitude. Family and friends are surprised by how comfortable their children feel with me. If you are looking for someone positive, personable and able to perform in a pressure cooker environment, look no further. This is my belief:

Children are an inspiration; each holds promise for our future. They supply us with endless rays of energy, enthusiasm, warmth and hope to keep us going.

I would welcome the chance to discuss any openings that may arise at your organization. Enclosure contains my resume, please feel free to contact me. I look forward to speaking with you.

Thank you for your consideration.

Respectfully yours,
Ashima.

Mobile: +91-8860223944

E-Mail: ashimayadav65@gmail.com



EDUCATION QUALIFICATION

- **10th** : From D.A.V. Public School(M/garh) in 2007 with 90% marks.
- **12th** : From D.A.V. Public School(M/garh) in 2009 with 76% marks.
- **B.Tech** : From Maharishi Dayanand University in 2013 with 69% marks.
- **HR Generalist**: Trion Technologies (2017-2019)
- **Pursuing B.Ed** : From Maharishi Dayanand University.



PROFILE SUMMARY

An **achievement-driven professional** with **over 2 years** of rich experience in devising and effectuating policies, aimed at ensuring smooth running of centralized HR operations.

- Maintained effective employee relations across all levels on day-to-day matters through feedback sessions & settlement proceedings.
- Experienced in talent management with skills in recruitment along with corporate HR related functions; Interviews, On-boarding, Induction, Leave Management, Performance Appraisal Management, Advancement Planning, Communication Calendars, Training & Development, Exit Interviews, so on.
- Reward & recognition schemes, and communicating the same across organization at all levels; resourceful in maintaining long-term partnerships with vendors for ensuring attainment of service, cost, delivery and quality norms.
- An effective communicator with strong analytical skills and capability to solve complex problems.
- Introduced **B'Day Bash Scheme & Employee Vacation Scheme** as **employee engagement initiatives** for **employee relations**.
- Processing payroll.



CORE COMPETENCIES

- | | |
|--------------------------------------|----------------------------|
| - Leave Management/Salary Processing | - Talent Acquisition |
| - Grievance Management | - HR Generalist Operations |
| - Performance Management | - Budgeting Analytics |
| - Attrition Management | - Employee Engagement |



ORGANIZATIONAL EXPERIENCE

Trion Technologies, Gurugram (Since July 2017 to September 2019)

Key Result Areas as SR. HR Executive and Admin/HR Executive:

- Interviewed and negotiated compensation and closed entry-level roles.
- Conducted telephonic/personal interaction with potential recruits to ascertain their suitability and obtained preliminary information regarding salaries, their availability and so on.
- Interfaced with Management and Heads of Depts. for devising and implementing HR policies & procedures in-line with core organizational vision & objectives.
- Organized training schedules in coordination with internal/external faculty after gathering inputs and requirements from the Business Heads.
- Prepared salary structure and offer letter of the selected candidates after approval from the Business Head/ Manager.
- Ensured on-time completion of joining formalities, on-boarding & induction of the new joiners.
- Canteen Management, Stationary Management, Housekeeping Management.
- Coordination in Payroll and preparing salary slips.
- Preparing MIS reports and attendance reports.

Highlights:

- Developed and implemented the **Selection Process**.
- Initiated to change existing **Leave policies and company policies and implemented new** process successfully.
- Introduced concept of **B'Day Bash & Work Anniversary** in the organization to **enhance engagement** levels.
- Initiated for Fun games on weekend for employees with prize and implemented suggestion Box in Org.
- Coordinated and implemented **Employee Team- Outing scheme**.
- Well Coordination in **prompt solutions** for Employee Grievances to maintain cordial **Employee Relations**.



EXTRACURRICULAR ACTIVITIES

- Attended numerous of Seminars at University level on Human Resource Management.
- Participated in various cultural activities in school & College.



IT SKILLS

- Microsoft Office (PowerPoint, Excel, Word).
- Internet Applications.



PERSONAL DETAILS

Languages Known : English & Hindi

Address : House No: A-1, 456A, Sushant Lok phase 2, Sector- 55, Gurugram,122011