

Covering Letter for my Resume

Job Application

Damini Deepak Chand

9C1-1703 india bulls green,

Kon village,

Mumbai pune highway,

panvel,

Navi Mumbai, India.

Mobile -9510973457

Watsapp -9537159138

Dear Sir / Madam,

I am actively seeking an opportunity in a demanding, fast-paced multi-tasking office. I am writing to introduce myself to you as a 3 years experience person in teaching field as well as 4 years of experience in business of retail clothing store , who has completed:-

BA from Gujarat University,

M.A from Gujarat University,

B.ED from Kadi Vishwavidyalaya University,

M.ED from Gujarat University,

M.PHIL from Nagaland Open University,

Post Graduate diploma in journalism from Gujarat University.

As you can see in the enclosed resume, I have a strong background of being in the middle of action. Also my capabilities for getting the job done with a punch are demonstrated by my experience in this field. Throughout my Student life I have used my innate management abilities to accept challenges and more than live up to the expectations. I would appreciate the opportunity to discuss how I will be helpful to your firm. Hope to hear from you. Thank you for your time.

Sincerely

**RESUME**

DAMINI DEEPAK CHAND.

Damini Deepak Chand

9C1-1703 Indaibulls green

Kon village,

Mumbai pune highway,

Panvel,

Navi Mumbai, India.

Mobile No- 09510973457

Email Id:- damini1234.dc@gmail.com

To obtain a responsible position in an organization where knowledge, experience,

achievement and hard work will allow me the opportunity to prove, and become a successful and worthy human being where I can prove myself and provide profit and growth to the organization.

Strength

❖ Excellent Communication and interpersonal skills.

❖ Ability to develop ideas into workable plans.

❖ Ability to work in a team, and prove myself among other colleagues in my team. ❖ Superb ability to achieve immediate and long term goals.

❖ Good at interaction, and possess an ability to interact with every human being. ❖ Posse’s good energy level at any moment of time.

❖ Good at analyzing the other persons to whomever I come across. Educational Qualification

❖ Completed my SSC from Gujarat Secondary Education Board (Gandhinagar) with Distinction. {Throughout in English Medium} ( April-2001)

❖ Completed my HSC in commerce Background from Gujarat higher Secondary Education Board (Gandhinagar) with First Class. {Throughout in English Medium} (April 2001-march 2003)

❖ Completed my Graduation from FD ARTS College (Gujarat University) with Second Class. {Throughout in English Medium} (2004-2006)

❖ Completed my Masters M.A in English literature from Bhavans College (Gujarat University) with Second Class. {Throughout in English Medium} (2006-2008)

Completed my Bachelors in Education from R.H Patel College (Kadi Vishwa Vidyalaya University) with distinction. {Throughout in English Medium} (2009- 2010)

❖ Completed my Masters from J.G. College Asia campus (Gujarat University) with first class. {Throughout in English Medium} (2011-2012)

❖ Completed my Masters M.Phil in English literature from Nagaland Open University with first Class. {Throughout in English Medium} (2009-2010)

❖ Completed my Post Graduation Diploma in journalism from Bhavans College (Gujarat University) with Second Class. {Throughout in English Medium} (2007- 2008)

Professional Experience:

Damini’s Boutique {Designer studio}: Feb’ 2012 to Jan’ 2014 I was the entrepreneur and proprietor of Damini’s Boutique handling all the process of retail business up to 2 years which includes buying, selling, marketing, advertising, accounting, stock management, administration, recruiting staff for store etc.

Ocean Across BPM Services Pvt. Ltd.

As an HR Manager Aug’ 2015 to Feb 2016.

Role of Human Resource Manager:

● Identify recruitment sources and posting jobs on job portals.

● Using different job portals and searching the candidates.

Scheduling interviews and follow-up with candidate’s salary negotiations after taking approval of management.

● New joining forms and other joining formalities.

● Grievance and dispute handling.

● Attendance / Leave / Time Sheet Management. Responding to employees, payroll related queries.

● Managing the Database / personal files of all Employees.

● Maintain the record of new joined Employee.

● Designing different HR forms.

● Drafting and implementing the new Employee handbook and HR Policies.

● Organizing team activities.

● Managing all the admin facilities of the premises.

Worked at podar international school as an PRT from march-2016 to march 2017

Role and Responsibilities

* Teaching students based on national curriculum guidelines within your specialist subject areas.
* Planning, preparing and delivering lessons.
* Encouraging student participation in lessons and in other school-related activities.
* Supporting the leadership team to implement the school’s development plan.
* Assessing and reporting on the behaviour of students.
* Providing educational and social guidance to students and/or signposting them to specialist areas of advice when needed.
* Ensuring the highest standards of quality and applying the most up-to-date teaching methods.
* Taking part in opportunities to boost your own learning and continuous professional development (CPD).
* Attending and taking part in staff meetings to support the smooth running and administration of the school.
* Collaborating with parents, carers, guardians, support workers, and other professionals to safeguard and ensure the educational welfare of statemented students who may have special educational needs (SEN).

Last working at Arvind Smartspaces Limited {Arvind LTD} as an Guest Relation Executive from 11 jan -21 till september 20-10-2021

Role and Responsibilities

* Respond to any questions, needs and desires of guests, and follow up with guests to ensure their requests have been met to their satisfaction
* Respond to guests needs and anticipate their unstated ones
* Expect and react promptly to guests’ requirements and inquires
* Actively listen and resolve guests’ complaints
* Oversee and coordinate all arrivals and departures of special guests (VIPs, SAs etc)
* Coordinate and manage communication between guests and staff
* Promote all amenities, conveniences and programs offered
* Direct, coach and manage guest relations team to ensure all standards and operating procedures are adhered to
* Appraise team’s performance and produce reports
* Examine activities logbook, assign tasks appropriately and implement control schedule daily

Personal Information

❖ Languages Known: - English (read, Write, speak), Hindi (read, speak, write), Sindhi (speak), Gujarati (read, speak, write).

❖ DOB: - 08 July 1985.

❖ Gender:- Female

❖ Nationality: - Indian.

❖ Hobbies: - Listening music, painting, gardening and cooking. ❖ Computer literacy :- MS Office, MS word, Basics Of Internet, Good Typing Speed as obtained distinction in Lower Examination conducted at SSC.. ❖ Marital Status: - Married.

❖ Location Preference: -**NAVI** **MUMBAI.**

Declaration: -

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date: - DAMINI DEEPAK CHAND.