

Subject : English for Professional Communication

Question : Sutherland global services have advertised the post of training manager in their retail Industry division. Prepare a resume and a covering letter applying for the post

Answer :

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23.05.2017

The Manager – Human Resources
Sutherland Global Services – Retail Division
10/122, Sector – I, SIDCO Industrial Estate
Greater Noida, Knowledge Park III,
Uttar Pradesh – 201308

Dear Manager,

I wish to bring to your kind attention that, I am interested for the position of Training Manager – Retail Division at your esteemed organisation, as advertised in the recent daily newspaper dated 16.05.2017.

With the experience of my present employment as Senior Executive – Retail Business at ABC Private Limited, I believe that the skills and experiences I have gained at this position make me an ideal candidate for this position.

As Sr. Executive, I was meticulous in executing various business developments in the retail division and also I am confident that my experience in the retail business would qualify me for consideration. If you would like, I can provide you with current achievements of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Yours' Sincerely,

(Rahul N)

RESUME

Rahul N

B.Tech (IIT – M), MBA,

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Email : rahuln@gmail.com

Address : 1/7, Rail Vihar, Chennai – 600 003

Career Objective

To be associated with an organisation that gives me a great opportunity to expose my knowledge and skills in accordance with the latest trends in the fields of Retail Business and be part of a team that dynamically works towards growth of organisation and gains satisfaction thereof.

Work Experience

2016 – Till Date	Senior Executive – Retail Business ABC Private Limited, Chennai
Responsibilities	<ul style="list-style-type: none"> • Hire and train employees at Junior Executive Level • Provide them with product knowledge • Make the schedule and to motivate sales personnel to meet goals • Notify staff of new procedures or policies • Identifying and assessing future and current training needs • Deploying a wide variety of training methods • Draw an overall or individualised training plan that meets expectations • Conduct effective induction and orientation sessions • Monitor and evaluate training program's effectiveness • Manage training budget • Resolve any specific problems and tailor training programs as necessary • Maintain a keen understanding of training trends and best practices

Education

2014-2016	University of Madras Master of Business Administration Specialisation: HR and Finance	GPA: 8.7/10.0
2010-2014	Indian Institute of Technology, Madras Bachelor of Technology, Computer Science & Engineering	8.52/10
2010	12 th (Senior Secondary Examination) Central Board of Secondary Education	85%
2008	10 th (Secondary Examination) Central Board of Secondary Education	92%

Internships & Trainings

Apr – May'15	PQR India Private Limited Underwent a 8 weeks training on retail industry division
Jun-Jul'13	Web Development Intern, XYZ Ltd. , Mumbai <ul style="list-style-type: none"> • Backend development of a new portal using LAMP stack & CodeIgniter framework • Wrote a crawler to parse through a pre-defined set of ~1 Mn web pages a day • Wrote a script to analyse the parsed data and insert it in portal database • Awarded The Best Intern out of 35 interns by the CEO of the company
Dec'12	Research intern, Carnegie Melon University, USA <ul style="list-style-type: none"> • Underwent a 4 weeks training on research methodology, tools & techniques • Worked on a project in the field of speech technology to auto finish an unfinished musical piece • Used Hidden Markov Model & Principles of Music Theory
Jun-Jul'12	Six weeks CEH (Certified Ethical Hacker) training & certification
Nov'11	Attended a 2 days' workshop on HTML5

Academic Projects

Jan – Apr'16	A Study on Recent Trends and Practices in Indian Retail Business within the SAARC Asian Region Countries
Aug-Dec'12	Handwritten Digit Recognition (B.Tech Project, 6 th Semester) <ul style="list-style-type: none"> • Used techniques like Otsu's method and a Multi-Layer Perceptron, to achieve an accuracy of 95.6% in detecting legible Handwritten Numerical Digits. • I was responsible for the GUI for the application that I developed using J2SE (Java).

Technical Skills

Languages	C, C++, Java
Web	PHP, MySQL, HTML, CSS, JavaScript
Technologies	

Additional Information

2012-13	Branch Councillor, responsible for training & placement activities for 120 students
2012	Represented IIT Madras in Regional Finals of ACM-ICPC
2010	Secured All India Rank 78 (99.9%ile) in JEE 2010
2005-2010	Have undergone 5 years of formal training in classical music Hobbies include reading sci-fi novels, trekking, and writing

Declaration

I, hereby, declare that the information provided is true to the best of knowledge.

(Rahul N)