



Shivam Tiwari

Pratapgarh, Uttar Pradesh

+91 9532977068

Shivam230131@Gmail.com

<https://www.linkedin.com/in/shivam-tiwari-4239a621b/>

GitHub: <https://github.com/Shivam230131>

Dated:

Subject: Application for the Position of Associate Analyst

Dear HR Team,

I am writing to express my keen interest in the Associate Analyst - Executive Assistant position as advertised on your careers page. As a detail-oriented and motivated Computer Science graduate with a strong aptitude for problem-solving and process improvement, I am confident that I possess the skills and dedication required in this role and contribute effectively to your team.

I'm Graduated in Computer Science in 2025 & having a diploma in Electronics Engineering. I am highly proficient in these skills MS Office Suite, including advanced skills in Excel and VBA, Python, SQL, Power BI, Tableau, AI & ML, Git-GitHub etc. which will enable me to manage Analytical tasks efficiently from day one.

My previous role as an HMC Engineer demanded exceptional diligence and a focus on precision, where I was responsible for ensuring quality controlled production across all technical workflows. This experience has ingrained in me a strong attention to detail and a methodical approach such as Kaizen, Poka-yoke, check lists, SOPs, Brainstorming and Standards etc.

During my Apprenticeship at Oppo India Pvt. Ltd. I contributed to Mobile production flow, which resulted the enhancement of my Knowledge About the Industrial work flows Techniques like 6s, 5whys, SOPs and problems like Bottleneck issue & Soft floor issues etc. This achievement reflects my ability to analyze systems and identify opportunities for increased efficiency.

I am a collaborative team player dedicated to fostering an inclusive and supportive work environment. I am eager to bring my adaptive learning mindset and strong communication skills to the Business Support. The opportunity to grow professionally and develop my skills through Organizational comprehensive training and development programs is incredibly appealing.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss how my skills and enthusiasm can be value in your organization.

Sincerely,
Shivam Tiwari

