



## Shivam Tiwari

Pratapgarh, Uttar Pradesh

+91 9532977068

Shivam230131@Gmail.com

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

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

July 20, 2025

Deloitte Recruitment Team  
USI Leadership Support Centre  
Hyderabad, Telangana, India

Subject: Application for the Position of Associate Analyst - Executive Assistant

Dear Deloitte Recruitment Team,

I am writing to express my keen interest in the Associate Analyst - Executive Assistant position within the USI Leadership Support Centre, as advertised on the Deloitte 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 to excel in this role and contribute effectively to your team.

My previous role as an HMC Engineer demanded exceptional diligence and a focus on precision, where I was responsible for ensuring 100% quality control across all technical workflows. This experience has ingrained in me a strong attention to detail and a methodical approach, which I am confident will translate directly to accurately submitting expense claims, reconciling statements, and creating flawless travel itineraries in line with Deloitte's policies. I am highly proficient in the required Microsoft Office tools, including advanced skills in MS Excel, Word, PowerPoint, and Outlook, which will enable me to manage administrative tasks efficiently from day one. During my internship at Oppo India Pvt. Ltd., I contributed to optimizing production flow, which resulted in a 25% reduction in process delays. 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 Services team in Hyderabad. The opportunity to grow professionally and develop my skills through Deloitte's 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 of value to Deloitte.

Sincerely,  
Shivam Tiwari

