Dear Recruiting Manager,

I am writing to express interest in the role Human Resources in your organization. With a Master's degree in Personnel Management, and more than 14 years of progressive HR experience in International Organisations. I offer unique blend of Human Resource management experience with end to end understanding of designing, developing as well as implementing HR systems & processes and delivering e-HR Information systems training.

One of my greatest strengths is to be able to function in both HR management / advisory as well as operational roles and to handle complex implementation of HR systems.

I have more than **14 years of experience in HR function** with more than 10 years’ experience is in middle management/ advisory role in 4 **International Humanitarian and Development organisations** at Country and Regional office level. Most of my experience has been in the capacity of South Asia Regional HR team member in **Oxfam GB and Christian Aid**. **As a Regional HR team member, I supported 8 countries in addition to South Asia Regional office in Delhi. As part of the share services commitment I have provided support on HR systems / databases globally to HR colleagues and have till date trained more than 100  HR colleagues and 1000 - 1200 non HR staff on various HR software’s.**

In my current role at **Change Alliance Pvt Ltd** **(wholly owned subsidiary of Christian Aid UK)** I am responsible to provide strategic, advisory and operational support to the **Asia and Middle East Region which constitutes of India, Bangladesh, Pakistan, Afghanistan, Myanmar, Philippines** and provide HR support for setting up new Country Office in Nepal for our office. Prior to this I have worked with Plan India where I worked as **Manager - Human Resource for India**, I partnered with the program managers and support the Director HR & OD in developing the country strategy for Human Resources as well as implement new HR Initiatives to address program issues . Prior to Plan I was working as the **Country Human Resources Officer with Room to Read** **India**. As Human Resources Officer I was responsible for entire gamut of HR activities for India country Program employing more than 100 people on the roles of Room to Read and around 400 outsourced field monitors. I have worked at the regional level for more than 6 years as **South Asia, Regional HR Officer**in **Oxfam GB**. My job involved HR advisory and operational support in Recruitments (whole recruitment cycle), Employee engagement (Taking employees on board, grievance handling etc), Policy review and implementation, salary and benefits administration, attendance management, file management**,** training and induction, HR data management, support expatriates for smooth settlement, legal compliance, undertaking special projects , completion of exit formalities, payroll processing, etc, Advice HR specialist in 6 countries on policy implementation and implications of various HR policies. Liaise with Sr. Country Management team members for clarifications regarding global HR policies and procedure. Support Management decision making by interpreting HR policies and local law regarding employment. I have also worked in **emergency responses** and have been deployed in the field during emergency response in India and Nepal. ***I was the HR lead for Christian Aid to set up HR systems and process and hire the earthquake response programme team for the 2015 Nepal Earthquake response programme. I was also part of the office set up team as Christian Aid did not have any office and programme operations in Nepal till 2015. I had initiated recruitments for building response team for Rohingya response programme and am currently leading providing HR advice and guidance remotely for smooth functioning of HR operations. I was deployed in Cox's Bazar in November December 2017 to initiate the HR operations for Rohingya Response.***

I always aspire to integrate technology with HR operations so that we can provide efficient and smooth HR support to all the stakeholders and clients. By integrating modern day technology with HR systems and process, we can make RHRHRHHHH HR information readily and instantly (24\*7\*365) available and keep employees connected all the time with organizations HR systems.

In summary, I believe that I am uniquely qualified to take on this position as I have similar exposure and would be keen to have an opportunity for further discussion to take this forward suitably.

 Best Regards

Vineet Kaushik