

DR. AMIT PAREENJA

Mobile: +91-9650629399, +91-9953449993 ~ Email: pareenjaamit@gmail.com, dramitpareenja@gmail.com

LinkedIn: linkedin.com/in/dr-amit-pareenja-729b2615

Address: Delhi, India

Company Name

Address

Date

Dear **Name**,

It was with great interest that I read your recent posting in the **XXXXX newspaper/website for the position of XXXXXXXXXX** and my resume is enclosed herewith for your reference.

I am presently associated with Hindware Limited as Head of Learning & Development -Somany Impresa Group; offering 23+ years of combined expertise in Human Resource Management, and Learning & Development. I head Talent Management for all 9 companies within the Somany Impresa Group .

As a part of academics, I have completed Post Graduate Certificate Program in Leadership with AI from Indian School of Business, Hyderabad; and am currently pursuing Post Graduate Certificate Program for Emerging Chief Human Resource Officers, CHRO Role from Indian Institute of Management, Indore. Also, I have completed Post Doctoral D. Litt in HRM (HC), Human Resources Development from University of Entrepreneurship & Technology, USA; Ph.D, Doctorate in Management from National Institute of Management; Certified Learning & Development Professional, Learning Sciences from Global Skill Development Council; Leadership Member, Organizational Leadership from Leaders Excellence at Harvard Square; MBA (IT, Marketing, HRM) from IIPM; MCA, Computer Systems Networking and Telecommunications from Indira Gandhi National Open University; Certified Life Coach & Certified Executive Coach, Management Coaching from Symbiosis Coaching (ICF); Certified Technology Consultant, Digital Transformation from Consultancy Development Centre -Ministry of Science & Technology, GOI; Certified Management Consultant, Management Consulting from The Institute of Management Consultants of India affiliated to ICMCI Global; CCNA, Cisco Certified Network Associate from Cisco College; GNIIT, systems engineering from NIIT; BCA, Computer Science from Indira Gandhi National Open University.

Honorary member of various national and international organizations. With a focus on upskilling, I have completed numerous certifications in Coaching, Consulting, Training domain.

Over these years, I have demonstrated competencies in:

- Delivering Global HR practices in dynamic environments that focused on structure, employee value, driving vision, and achieving critical strategic goals
- Deploying exceptional consulting skills to design/develop learning and organization training initiatives in corporate environments
- Developing comprehensive training program institutional research, performing tasks demonstrating professional research methods, principles, practices, resources, and techniques
- Maintaining healthy employee relations, and handling employee grievances thus creating an amicable & transparent environment

I am known for supervising teams in cross-functional domains under challenging conditions for the execution of various operations and programs. Also, I have contributed to improving operations efficiency and new initiatives by measuring organization effectiveness.

A glance through my resume, attached along, shall familiarize you with my credentials. I am confident of fitting in the slot as well as in the team. However, should you desire personal interaction, I may be called upon where the possibility of our association could be explored further.

Thanking you in anticipation of a favorable reply.

Yours sincerely

Dr. Amit Pareenja