Syed Sami Ur Rehman
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To
The Hiring Committee,
Laxmi Niwas Mittal Institute of Information Technology (LNMIIT)
Rupa ki Nangal, Post-Sumel
Via-Jamdoli, Jaipur-302031
Rajasthan, India

Subject: Application for the Position of HR Manager.

Dear Members of the Hiring Committee,

I am writing to express my keen interest in the **HR Manager** position at **LNMIIT**. With over 8 years of progressive experience in human resources management within the education and technology sectors, I am confident in my ability to contribute significantly to LNMIIT's mission of excellence in education and research.

In my current role as Senior HR Manager at MNS Corporations, I have successfully led initiatives encompassing talent acquisition, performance management, employee engagement, and policy development. Notably, I spearheaded the implementation of a competency-based recruitment framework, resulting in a 25% improvement in hiring efficiency and a 15% increase in employee retention over two years. This experience honed my skills in stakeholder engagement, compliance management, and organizational development—key competencies that align with the responsibilities outlined for the HR Manager role at LNMIIT.

I am particularly drawn to LNMIIT's commitment to fostering an environment of academic excellence and innovation. I am eager to contribute to the Institute's objectives by implementing HR strategies that promote a culture of continuous improvement, inclusivity, and employee development.

Enclosed is my resume, which provides further details on my professional journey. I welcome the opportunity to discuss how my background and experiences align with LNMIIT's goals and how I can contribute to the Institute's continued success.

Thank you for considering my application.

Warm regards,
Syed Sami Ur Rehman

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Profile:

Experienced HR professional with over 8 years of expertise in strategic human resource management across education and corporate sectors. Adept at talent acquisition, policy formulation, employee engagement, and compliance with statutory requirements. Proven success in leading organizational HR functions, enhancing recruitment efficiency, and improving retention through competency-based hiring frameworks. Skilled in aligning HR strategies with institutional goals to foster a productive, inclusive, and development-oriented work culture. Demonstrated leadership in managing end-to-end HR operations, performance appraisal systems, and institutional capacity-building initiatives. Currently serving as Senior HR Manager at MNS Corporations, with prior experience in strategic HR roles at JK Lakshmipat University and JECRC University. Committed to supporting academic excellence through people-focused policies and governance.

Educational Qualifications:

- Earned a Master's in Computer Applications (MCA) from JECRC University in 2017, graduating with distinction and proudly securing the Bronze Medal in my batch.
- Graduated with a Bachelor's in Computer Applications (BCA) from Rajasthan University in 2014**.**
- Completed Senior Secondary Education under the Central Board of Secondary Education (CBSE) in 2011**.**
- Completed Secondary Education under the Central Board of Secondary Education (CBSE) in 2009**.**

Work Experience:

1- **MNS Corporation**
Senior HR Manager
October 2023- Present

- Led end-to-end recruitment processes, including drafting job notifications, coordinating applicant shortlisting, and facilitating selection procedures.
- Developed and reviewed recruitment rules and policies in consultation with senior management, ensuring alignment with institutional objectives and regulatory standards.
- Managed onboarding processes, including issuance of appointment letters, verification of documents, and maintenance of comprehensive employee records and service books.
- Oversaw compensation management, including pay fixation, financial upgradations, and annual increments, in collaboration with finance and departmental heads.
- Prepared annual HR budgets and revised estimates, presenting proposals to governing bodies and implementing approved decisions effectively.

- Compiled and presented HR reports, serving as convener for meetings related to human resources.
- Designed and implemented training programs for staff development, fostering a culture of continuous learning and capacity building.
- Managed performance appraisal systems for staff, ensuring fair evaluations and facilitating professional growth.
- Regularly reviewed and updated the HR Manual, ensuring compliance with governing council and executive board approvals.
- Handled employee service matters such as appointments, promotions, transfers, and terminations, maintaining transparency and adherence to institutional policies.
- Undertook additional responsibilities as assigned by the organisation, demonstrating flexibility and commitment to organizational goals.

2- JK Lakshmipat University:
Assistant Manager
July 2019- October 2023

- Conceptualized and led the establishment of the National Helpline for Senior Citizens (NHSC), overseeing end-to-end HR functions including manpower planning, recruitment, policy design, onboarding, and team development.
- Designed and implemented operational and HR frameworks for the NHSC project, ensuring compliance with state regulations and collaboration with government bodies.
- Acted as the single point of contact for staffing, training, grievance redressal, and performance management of the NHSC project.
- Contributed to Student Affairs by facilitating engagement programs, wellness initiatives, mentorship systems, and grievance handling for students.
- Collaborated with the university's leadership and academic departments for student development planning and coordination of co-curricular interventions.
- Handled end-to-end recruitment processes including manpower planning, job descriptions, shortlisting, interview coordination, and onboarding for academic and non-academic positions.
- Supported the development and implementation of HR policies, ensuring compliance with university regulations and best practices in higher education institutions.
- Maintained and updated employee records, managed HRIS entries, and coordinated payroll inputs in liaison with the finance department.
- Conducted employee orientation and induction programs to ensure smooth integration of new hires into the university culture and systems.
- Facilitated performance appraisal cycles, including documentation, feedback coordination, and data analysis for promotions and increments.
- Assisted in organizing capacity-building workshops and training sessions for faculty and staff in collaboration with external partners.
- Supported statutory compliance processes including PF, ESI, Gratuity, and Leave records in line with audit requirements.
- Played a pivotal role in employee engagement activities, grievance redressal coordination, and wellness initiatives to ensure a positive work environment.
- Maintained documentation for HR audits and contributed to NAAC accreditation processes from an HR perspective.

3- Student Development Officer
JECRC University
August 2017-June 2019

- Facilitated student engagement programs in collaboration with internal departments, focusing on leadership, skill enhancement, and holistic development.
- Coordinated recruitment, onboarding, and orientation of staff involved in student affairs and development initiatives.
- Maintained student data and program participation records, ensuring timely documentation and reporting for institutional use.
- Liaised with academic and administrative departments to streamline student support services and ensure alignment with university policies.
- Supported grievance redressal processes and worked on student welfare issues by facilitating timely resolution and follow-up.
- Conducted capacity-building workshops for students and internal teams, focusing on communication, teamwork, and interpersonal skills.
- Handled scheduling, planning, and logistical arrangements for university-wide student events and developmental programs.
- Assisted in designing frameworks for student mentoring and career counselling initiatives in partnership with external experts.
- Participated in university committees for policy discussions and student affairs-related governance processes.

Technical Proficiency:

- **Microsoft Office Suite** – Advanced proficiency in Excel (Pivot Tables, VLOOKUP, Macros), Word, PowerPoint, and Outlook
- **Google Workspace** – Docs, Sheets, Slides, Forms, and Drive for seamless collaboration.
- **HRMS & Payroll Software** – Experience with HR management systems such as Keka & TCSion.
- **Data Analysis & Reporting** – Proficient in creating dashboards, reports, and data visualization using Excel, Power BI, or Tableau**.**
- **Basic IT Troubleshooting** – Familiarity with system configurations, software installations, and troubleshooting minor IT issues

Personal Details:

Marital Status: Married
DOB: June 08' 1993

Declaration:

I affirm that the details shared herein are accurate and authentic to the best of my knowledge and belief.

Place: Jaipur Syed Sami Ur Rehman