

Dear Hiring Manager,

I am writing to express my interest in your Company. With over 10 years of comprehensive experience in human resource management, operations, and banking, I have developed a strong track record of driving operational efficiency, managing full-cycle recruitment, and ensuring compliance with labor laws and safety regulations. My ability to streamline HR processes, manage payroll and benefits, and lead strategic initiatives makes me confident that I can contribute positively to your team.

In my role as HR and Operations Coordinator at New State Services, I successfully led recruitment efforts, managed employee performance, and coordinated payroll and benefits administration for over 500 employees. I also implemented safety protocols, reducing workplace incidents by 25%, and worked closely with senior management to develop budgeting and strategic plans that supported business growth. Additionally, my experience in the banking sector, particularly in cheque management and MIS reporting, has honed my attention to detail and problem-solving skills.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with the needs of your team. Please feel free to contact me at 0097431526569 / +97470333850 or via email at [harshadmanayath@gmail.com](mailto:harshadmanayath@gmail.com)/ [harshadmanayath41@gmail.com](mailto:harshadmanayath41@gmail.com) to arrange a discussion.

Sincerely,  
Harshad Manayath

