

## **COVER LETTER**

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**To whom it may concern**

Dear Sir/Madam,

This letter is to introduce myself and to express my interest in becoming a part of your company. The enclosed CV provides detailed information concerning my overall employment background, training, education, and skills.

I hold an MA in English and a BA, along with certifications in TEFL, TTT, and Business English. My educational background has equipped me with a strong foundation in effective communication and instructional methodologies, which I have applied throughout my seven years of experience as a Soft Skills and Personality Development Trainer.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills while offering opportunities for continued professional growth. I believe in excellence and have dedicated myself, my talents, and my creative abilities to ensure the successful accomplishment of company goals.

I am confident that my skills and experiences will have a favorable impact on your organization. I look forward to hearing from you soon and hope to schedule an interview where I can learn more about your company's goals and how I may contribute to its continued success and growth.

Thank you for your time.

Sincerely,

## CURRICULUM VITAE

### **MHD WASEEM**

PDP /SOFT SKILLS TRAINER/TEFL

#### **PROFESSIONAL SUMMARY**

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the workforce, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

#### **PROFESSIONAL EXPERIENCE:**

- **Designation:** Personality Development Trainer & Soft Skills Trainer
- **Company:** Glocal University
- **D.O.J.:** 16th February 2016 – Present

#### **RESPONSIBILITIES:**

- Trained students in various aspects of personality development.
- Conducted group company seminars focusing on personality development and camaraderie among peers.
- Facilitated training on presentation skills improvement, proper behaviour and business etiquette.
- Catered lessons on communication and public speaking skills improvements.
- Facilitates day-to-day classes to assist in gaining knowledge and soft skills needed to gain employment skills
- Instruction in job seeking, application procedures; resume writing, interview preparation and job retention skills and attitudes
- Groomed the students and enhanced their physical appearances to emanate confidence and business professionalism; prepared them for professional interviews and other meetings
- Facilitated lectures on given schedule

#### **ADDITIONAL JOB RESPONSIBILITIES:**

- **Designation:** Training & Placement Coordinator
- **Company:** Glocal University

#### **RESPONSIBILITIES**

- To organize work placements and support students in the work placement process
- To organize and attend placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise
- Assist with briefing meetings on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are fully equipped to undertake a successful work placement
- To assist in the distribution of relevant documentation to providers concerning work placement
- To assist with work placement correspondence and telephone enquiries internally and externally
- To help monitor the progress of work placement throughout the college in liaison with the Work Placement Coordinator

- To communicate effectively with the Work Placement Coordinator and appropriate team members
- To cover for the Work Placement Coordinator at appropriate HE/FE meetings when necessary
- Willing to undertake training where appropriate

**DSW TEAM MEMBER:**

**LITERARY SOCIETY**

- To inculcate among students a flair for the language and enhance their literary skills
- To induce reading habit in students
- To encourage students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence
- To provide a platform for debating events
- To improve and encourage creative writing

**EDUCATION:**

- MA from *Subharti University, 2019*
- B.A. from *IGNOU (New Delhi) 2015*

**CERTIFICATIONS**

- TEFL (Teaching English as a Foreign Language) from *International College of Teachers and Trainer*
- TTT (Train the Trainer) from *International College of Teachers and Trainer*
- Business English Certification from *International College of Teachers and Trainer*

**SKILLS:**

- Strong problem-solving ability
- Good communication skills
- Ability to deal with people diplomatically
- Have a quality for adopting new concepts of studies as well as responsibilities
- Proficient in adult learning principles
- Experience in designing engaging training programs
- Ability to assess and adapt training strategies
- Easily get involved with the new people
- Self-Motivated
- Positive Attitude
- Hardworking
- Personnel personality development and progress monitoring
- Excellent written English, with intermediate experience in copywriting and writing handbooks and manuals
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**TECHNICAL SKILLS:**

Internet ability

- MS-Word
- MS-Excel
- MS-PowerPoint