

COVER LETTER

My primary strengths include my dedication in work, inquisitive nature to resolve issues through root-cause analysis, willingness to learn and evolve, and positive attitude towards life. I understand the team dynamics to work productively as a team member with the application of team motivation. As an extrovert, I have made enduring professional/personal relationships in life and my maturity/positive attitude to handle tasks both in professional and personal life make me believe that I can handle most challenging situations. I have always focused on innovation using my analysing skills and creative thinking. This has helped me in having a variety of hobbies including issue resolving and creative writing.

After completing my schooling, I completed B.A. (hons) in History from Indraprastha College for Women, Delhi University. I learnt critical approach towards history which were further implemented in my internships and volunteering events. I applied my leadership and analytical skills in resource management and significantly increased the productivity of my team through knowledge transfer sessions, job rotation, job enrichment and creative methods for increasing employee confidence to apply multi-tasking and dynamically handle new assignments. This proved immensely useful to set a strong platform for my quest while working in National Museum Delhi. I worked in the Exhibition cell as well as Arms and Armor Department of the organization. I was actively involved in de-installation process of "Everlasting flame" exhibition based on Zoroastrianism. Teams from British Museum & Library London, SOAS (London) and Tata Archives were the ones I was assigned with as a liaison. We did conservation process and later packed the objects to send back which were brought for exhibition. Later, I also worked in installation process of Yoga Day Exhibition, where objects were installed representing "Yoga in Indian Art" In Arms and Armor department I Participated in conservation process of objects along with digitalization process in virtual museum builder software (JATAN). I also organized interactive educational activity "Touch & Learn" with Museum's Department of Education for school children.

After Graduation, I felt an imperative requirement of doing Masters. My ability to apply my academic knowledge and personal experiences into tasks to infuse value-addition through transformation has helped me to showcase excellent performance in every task I take up. Moreover, my learning at Deccan College Post Graduate and Research Institute in M.A. Archaeology has further sharpened my skills and helped me develop out-of-box thinking. My nature to explore the unknown has led me to take up new challenges and enhance my skills. Following this, I focused my attention to working as a rapporteur in various conferences like SOSAA, Rock Art, Vedic Science etc. I also worked as a field volunteer under Indian Institute of Science Education and Research for a project in lower Shivaliks.

I assisted Indian National Trust for Art and Cultural Heritage (Jammu Chapter) for Navaratra Festival on old route to Vaishno Devi in organizing campaigns related to local food, handicraft, and culture, also did photography and documentation. Prepared a draft and did photography for "Photo Exhibition on Rural Heritage of Jammu" on Prime Minister, Shri Narendra Modi's visit to Village Palli on Panchayati Raj Day.

Currently, I am working as a Research Associate in IIM Bangalore History Project. I coordinated and managed IIMB Golden Jubilee Film during pre and post production along with editing process in collaboration with Kavithalyaa Productions, Chennai. Also managed the auditions, recording and release of IIMB Official Song and Helped in making transcripts, material collection and interviews for IIMB Architecture Book released by President Draupadi Murmu during institute's Golden Jubilee Celebration. "IIMB Flora and Fauna" book and IIMB Archives website are my on-going projects along with offline department set-up. I seek an enriching experience that helps me apply all my knowledge acquired through academics and work experience into action. In all the places I have studied and worked, Research, documentation, preparing reports, and write ups have been an essential part. Therefore, I request you to kindly review the enclosed resume and consider my application for the profile. I look forward to exchange ideas concerning a career at the company and the positive contributions I would offer as a member of your organization.

Thanking you in advance for your time and consideration.

Yours sincerely,
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