

Noorain Sultana

Talent Acquisition | HR Business Partnering | HR Operations

Dear Hiring Manager,

I am writing to express my interest in Talent Acquisition, HR Business Partnering, and HR Operations opportunities within your organization in the United Arab Emirates. With a Bachelor's degree, HRBP certifications, and hands-on experience across Talent Acquisition, HR Business Partnering, and HR Operations, I bring a strong combination of strategic thinking, stakeholder management, recruitment expertise, and practical people-management experience.

Throughout my career, I have built and scaled high-performing teams from the ground up across two SaaS-based startups. I have managed the end-to-end recruitment lifecycle, partnered closely with business leaders and hiring managers, developed sourcing strategies, conducted candidate assessments, managed offers and negotiations, supported onboarding, maintained talent pipelines, and contributed to process improvements that strengthened hiring efficiency and candidate experience.

One of my most significant achievements was successfully hiring **8 Director-level professionals within a three-month period**, including highly sought-after passive candidates, while partnering closely with the Senior Vice President. This experience strengthened my ability to manage critical leadership hiring requirements under demanding timelines while maintaining a high standard of candidate quality and stakeholder communication.

I have also focused strongly on improving recruitment processes and operational efficiency. I implemented **structured interview scorecards across both US and India divisions**, helping create a more consistent and objective evaluation process, accelerate decision-making, and reduce hiring turnaround time. In addition, I led market mapping and talent benchmarking initiatives, supported competitive compensation strategies, and introduced a Retention Bonus initiative to support the retention of critical talent. My performance and contributions have also been recognized through multiple awards and X-Factor vouchers.

My international exposure has prepared me to work effectively in multicultural and fast-paced environments. In my last two SaaS-based organizations, I reported directly to a US-based CHRO and worked closely with senior leadership across different time zones, cultures, and business functions. This experience strengthened my adaptability, communication, confidentiality, ownership, and ability to translate business requirements into practical talent and people strategies.

Although I have not yet worked directly in the UAE, I am highly motivated to bring my international experience and business-oriented HR approach to the UAE's dynamic and diverse employment market. I am particularly attracted to the UAE because of its strong presence of global organizations, multicultural workforce, innovation-driven business environment, and opportunities for professionals to take on challenging responsibilities while developing international exposure.

I believe I can contribute to a UAE-based organization by strengthening end-to-end recruitment, building sustainable talent pipelines, improving hiring processes, conducting market mapping and compensation benchmarking, supporting leadership hiring, and developing employee-focused retention initiatives. My approach is centered on understanding business challenges, partnering with

stakeholders, implementing practical solutions, and delivering measurable outcomes.

I am a proactive, adaptable, and accountable professional with a strong ownership mindset. My strengths include stakeholder management, relationship building, problem-solving, candidate engagement, process improvement, and the ability to work effectively in evolving environments. I am committed to maintaining professionalism, confidentiality, workplace discipline, and compliance while creating a positive experience for candidates, employees, and business leaders.

In the short term, my objective is to establish myself within a UAE-based organization, understand the local business and workforce environment, and contribute effectively across Talent Acquisition, HR Business Partnering, and HR Operations. In the long term, I aspire to progress into a broader strategic HR leadership role where I can lead talent and people initiatives aligned with organizational growth, employee engagement, and long-term business success.

I would welcome the opportunity to bring my recruitment expertise, international exposure, leadership hiring experience, and business-partnering mindset to your organization. I am confident that my ability to build teams, improve processes, work with senior stakeholders, and deliver results can make a meaningful contribution to your organization's continued growth.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and capabilities can support your organization's talent and business objectives in the UAE.

Sincerely,

Noorain Sultana