



## **SAMPLE SOP FOR HUMAN RESOURCE MANAGEMENT IN CANADA**

The effective management of personnel holds the key to the success of every modern enterprise. In conjunction with hunting the best talents for the firm, HR discovers and nourishes aspirants with exceptional growth potential. Having acquired sound academic and professional expertise in the business domain, I feel the urge to channelize my skills in the stimulating field of HR. However, newer researches and studies reveal that the strategies and practices of effectively managing human resources have been transforming remarkably. I am confident that a Master's degree in Human Resource Management would be the ideal path for my journey to walk in the shoes of a successful HR manager.

As a devoted learner, I have succeeded in putting up a colorful academic performance starting from my high school days. After clearing my tenth grades and higher secondary education with distinction from the Central Board of Secondary Education, I decided to pursue a degree in Business Management. This decision was based on my dream of establishing myself as a business executive.

Apart from academics, I have been an active participant in various extra-curricular activities. I was able to further my aptitude for leadership, taking the initiative right from schooling. During the final year of college, I served as the Student Head of the department. Channelizing my presentation skills, I served as the anchor for different academic fests and the county-level conference for students organized at our college campus. These experiences significantly boosted my confidence to take up the stage promptly.

I started my career at DIT, a management firm in my hometown of Delhi, as an Assistant Finance Manager. My job entailed administering the everyday activities of the accounts office and monitoring the investments of the company. Later, I got hired by the Fling & Bill Product partnership based in Kuwait. At this company, I managed the payroll and was in charge of formulating the in-house financial summary

My introduction to the HR profile came when I moved to MedFa Pharmacy, also in Kuwait, as their Management Support Employee cum Online Marketing Supervisor. I was able to diversify my professional skills by taking the head role in activities to brand the company and popularize it through various promotional operations and events. In light of my outstanding communication skills, I was assigned the charge of helping the recruitment process and training the recruits. .

Identify promising talents and nurturing them brought me a sense of higher purpose to my career. This was when I decided to make a career shift from business administration to human resource management. All these years, I have earned sufficient work experience in this field. I believe that a qualified Human Resource professional should be capable of recognizing not only the high-performing workers but also those who have the capacity to become one. I have been able to perform to the best of my own expectation by keeping track of the latest tactics and HR strategies that have emerged with the advancement of technology.

As I was contemplating plans to advance my career, it became apparent to me that pursuing higher education would be the best course of action. This would help me absorb the contemporary approaches in the area and refine my skills accordingly. I realized that it would be ideal to start with an MS in Human Resource management to diversify my academic portfolio.

I got my education from India and have worked in the Middle East for quite a few years. Therefore, I realized that it would be logical to further diversify my knowledge of the world by seeking education in a western country. In my researches and consultations with my mentors, Canada was one of the top suggestions for pursuing advanced education. The standards of higher education and life quality of the country are globally reputed. With so many major enterprises permeating the county, the likelihoods of getting a paid internship at a first-rate firm are very high.

The MS in Human Resources offered by the University of Waterloo attracted me with its pre-eminent campus and outstanding facilities. As the course is designed to prepare the aspirants for an international career, it will fit my needs seamlessly. I was happy to find that the course offered flexibility when it comes to choosing electives. Finally, the multicultural environment of the campus will endow me with opportunities for personal growth. The insights and skillsets I will assimilate from this program will render me more adept and enable me to take up stimulating roles with determination.

When I conclude this educational journey, I will return to my professional life. As I am attuned to the work culture of Kuwait, I will strive to return to my present company. Subsequently, I wish to stretch out my profession to dynamic firms like Bakers HR or Bambee. With the additional worth of the course from your reputed college, I am certain that I will be furnished with the competency to fulfil the expectations in such jobs. I look forward to be a part of the progressive academic environment at your esteemed university.