**TARANJEET SINGH CHOPRA**

**382, Karan Vihar, Main Road, Karnal (Haryana)**

**E-Mail: taranjeet.chopra@gmail.com; Mobile: 09138326053**

**Seeking Challenging Assignments in well reputed organization where my knowledge and skills can be utilized and which would be helpful in my future growth.**

**PROFESSIONAL SYNOPSIS**

* Adapt in coordinating with clients & forging relations; interfacing with them to understand their requirements & provide customised services.
* A keen planner & implementer with track record of developing operational policies/ norms, systems & controls, motivational schemes & customer service standards.
* Having a basic Knowledge about Mutual Funds, Equity and Derivatives.
* Having experience to communicate with the USA clients as well as customers.
* An out-of-the box thinker with good communication skills & relationship building skills; strong analytical, problem solving & organizational abilities.

**ORGANISATIONAL EXPERIENCE**

**May’ 14 – 30 Aug’14 : UNISYS INFOSOLUTIONS PVT. LTD.**

**Travel Consultant/ HelpDesk**

**Key Responsiblities Handled-**

* Responsible to manage company’s infrastructure and environment.
* To audit our other offices time to time.
* To meet and greet clients and visitors.
* Setup and coordinate meetings and conferences.
* Organize accommodation, events and entertainment programms.
* To tie-up with different kinds of Hotels in different cities all over India to make our employees and Stars stay there.
* To book flight and train tickets for our employees and Stars of the movie.

**Aug’ 12 – May’ 14 : INTERGLOBE TECHNOLOGIES PVT. LTD.**

**Process Associate (USA Process)**

**Key Responsiblities Handled-**

* Responsible to manage the Central Management System for all employees.
* Responsible to protect the passengers as per their requirements.
* To provide new accommodation as early as possible.
* Responsible for Calling to Other Airlines as well as passengers as required.
* Responsible to work on Irregular Operations.
* Responsible to check the Misconnections and search about best availability.

**CHIEF ACCOMPLISHMENTS**

* ***Rewards & Recognition*** – Awarded by R&R award in IGT as a best performer overall.
* Got 100% marks in Mathematics in B. Com 1st year.
* Appointed as a Class Representative while pursuing MBA.
* Received a Certificate by Frankfinn for Customer Interaction Programme.

**EDUCATIONAL CREDENTIALS**

* MBA from International Institute of Business Studies, Noida Campus, Noida (affiliated to Punjab Technical University)

**Specialization –** **Finance** 2011

* PGPBM from International Institute of Business Studies, Noida

**Specialization – Banking & Insurance** 2010

* B. Com from K.U.K. 2008
* 12th from C.B.S.E. 2005
* 10th from C.B.S.E. 2003

**IT Skills & Linguistic Ability**

* Good Knowledge about MS (Word, Excel and Powerpoint).
* Good Knowledge about Tally 9.0 and Internet applications also.
* Language Known : English, Hindi and Punjabi

Date : Taranjeet Singh Chopra

Place :