**CURRICULUM VITAE**

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| ***RAHUL CHOPRA***  ***Address:*** *H/no-4611,ST No.-4,*  *Shiva Ji Nagar , Ludhiana*  *Pin -141008,Punjab*    ***Contact No. +91-8968915229***  ***E-mail:*** *chopra.rahul9219@gmail.com*   *Personal Data:*   *Date of birth:-*  *22-11-1992*   * *Sex: Male* * *Nationality: Indian* * *Marital Status: Single* * *Interests: Computer*   *Listening to Music*   * *Languages Known:*   * English*  * Punjabi*  * Hindi* | **Objective:**  To strive for good learning experience for enhancing my skills, abilities and professional proficiency and to serve the goals.  I wish to grow personally and professionally along with the corporate ladder while I contributed effectively to the organization.  **Professional Qualifications:**   * **RIC**   **From Punjab School Education Board in 2008.**   * **SECONDARY**   **From Punjab School Education Board in 2010.**   * **GRADUATION**   **B.C.A from Punjab University, Chandigarh in 2013.**     * **COMPUTER COURSE** * **D.C.A from Relishsoft Education Academy**   **COMPUTER SKILLS:**   * Expertise working in **SAP.** * **MS-OFFICE , HTML** * Good knowledge of **Internet.**   **EXPERIENCE:**   * **HERO CYCLES LTD.**   **Work Period -** April 2014 to November 2016  **Total Work Experience –** 2 Years & 8 months  **Designation-** Backend Planning Officer  **Department –** Sales & Marketing  **Areas of Expertise**   1. **Sales ( Back Office)**  * Sale Planning, Processing sale orders. * Communicate daily with Production Department. * Negotiating on price, costs, delivery and specifications with dealers. * Listening to customer requirements and presenting appropriately to make a sale. * Recording sales and order information. * Maintaining and updating customer databases. * Create an accurate Bidding report day by day . * Manage the right quantity of Spare for Spare part orders. * **GRANSON INDUSTRIES ( Exporters & Importers)**   **Work Period -** December 2016 to Present  **Designation –** Executive  **Department –** Export Import  **Areas of Expertise**   1. **Export Import**  * Making reports to maintain the data of the buyers & sellers. * Handle all the queries by email or phone. * Contact with national & International clients to sell or buy the products. * Searching new clients through internet. * Discuss for the delivery, cost & freight prices with clients.   **OTHER THINGS I WOULD LIKE TO MENTION**  **Strongly believe putting in hard work with positive attitude and to be loyal and dedicated to the organization where I can use my skill and knowledge** |

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

Date:

Place: Ludhiana RAHUL CHOPRA