

CURRICULUM VITAE

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

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:

➤ MATRIC

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**.

➤ *Marital Status:*

Single

➤ *Interests:*

Computer

Listening to Music

➤ *Languages Known:*

- *English*
- *Punjabi*
- *Hindi*

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

I. 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

I. 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