C-2720, Sushant Lok phase 1

sector 43, Gurgaon

4th April 2020

TC Global

1006, 10th Floor, Chiranjeev Tower,

43, Nehru Place, Delhi - 110019

Dear Sir or Madam,

I wish to apply for the role of Relationship Management Analyst position in New Delhi. I have obtained a BSc Economics from the University of Bristol with First Class Honours and MSc in Accounting and Finance from the London School of Economics and Political Science. I then enrolled at Copenhagen Business School, but I have now moved back to India and looking for roles.

The Relationship Management Analyst role appeals to me as it would give me an opportunity to support the student’s journey in choosing the university of their dreams. I would provide the essential link between the student’s aspirations and goals to the myriad specialists’ internal functions at Chopras. I would make sure to provide excellent value to the clients by engaging with them and utilizing the services provided. I myself was benefitted by the staff members of Chopras in choosing the university straight after high school and was able to apply for scholarships due the counsellor’s experience.

I would be able to undertake the responsibilities of the role as I had undergone the similar process. With the help of the training by the experienced colleagues, I would have the chance to guide students so that they can achieve the best outcomes. I would be able to understand the higher education sector in more depth and formulate recommendations on country and continents using good research and data analysis skills which would save student’s time. I would also understand the specialist knowledge on applying for visa and resident permit in different countries. These information and tasks require high attention to detail and would give me a rigorous training in analysing secondary data and formulation of the briefs which would be immensely valuable to the clients.

I would be suitable for the role as I have undertaken internships at the PRS Legislative Research as well as TT International which honed my analytical and research skills. I was given the role to thoroughly analyse the prices of the agricultural outputs and make a report explaining the trends in the economy. This involved gathering data from RBI website and condensing technical information into lucid and simpler form to enhance overall understanding of the trend. At TT International, I was given the role to research a stock and the various parameters that would affect its value in the future. I studied SONY the company to make sure the valuations are correct. This involved research skills and making regressions. I also talked to the various stakeholders to investigate the extent to which the said performance is to the actual parameters. At University, I have held the role of a peer mentor and student ambassador, the role involved interacting with students and aid them in their journey to university life. I conducted walking tours of the campus in Bristol and addressed the questions and comments of the parents as well as prospective students. This enhanced my communication and interpersonal skills.

Further, I was the peer mentor at LSE and undertaken teaching responsibilities to school students. The role involved making them understand the various options that are available while selecting for universities. I mentored the students and gave them valuable tips on applications, scholarships, university choices as well as the overall experience of being a student. I feel this international experience would be very valuable to the given role. I always aim to learn new things from the different roles and willing to grow in the role by the training and guidance of the experienced staff at Chopras.

I will look forward to hearing from you.

Yours faithfully,

Arpit Gupta