

KOPAL MEHROTRA

329/14, Raja Babu Nepali Kothi Near Chowk
Lucknow (U.P)

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CAREER OBJECTIVE

Seeking a position in an organization where I can display my technical abilities and knowledge to Contribute for the growth of the organization simultaneously helping me to fulfill the requirements of the company.

EDUCATIONAL BACKGROUND

- X from Shri Gujrati Samaj AMNEM English Medium School from Indore with 70 %
- XII from Motherland Convent from Indore with 74%
C.B.S.E Board Year – 2011
- Bachelor of Commerce with Honours
University of Indore – Devi Ahilayaa Vishva vidalaya (D.A.V.V.)
Year – 2014
- Masters of Business Administration with Human Resources (H.R.)from
Sikkim Manipal University Year -- 2019

WORK EXPERIENCE

CH EDGE MAKERS , INDORE

CAREER COUNSELLOR (JUNE 2013 – OCT 2013)

Handling Enquiry , counselling with New students.

Responsible for giving satisfaction to student about the Facilities and Courses .

Responsible for registering request and complaint given by the Student and Parents.

Conducted several seminars on job counselling for school as well as university students and provided them with the latest information in several professional fields.

AREAS OF EXPERTISE

- Decision making Power , Self Confidence.
- Motivation Handling with Positive Attitude
- A self- motivated individual having strong ability to do work.

XEROX BUSINESS SERVICE PVT LTD, INDORE

TRANSACTION PROCESSOR (DEC 2013 - OCT 2015)

- Handles the tasks of providing administrative support to business operations by performing processing tasks like mail sorting, data entry, and scanning
- Performs data entry of important materials from source documents to computer database
- Responsible for receiving and distributing incoming mails
- Transcribes routine identifiable alphanumeric and pre-coded data from source document or phone call into an automated system
- Ensures completeness and accuracy of data
- Performs clerical duties especially in data entry function

AREAS OF EXPERTISE

- Attention to detail with good typing speed.
- Career Oriented and Efficient
- Proven leadership skills and ability to motivate

HCL TECHNOLOGIES LIMITED , LUCKNOW

SENIOR CUSTOMER EXECUTIVE (JUNE 2017 - JUNE 2018)

- Performing finance work like accounts payable and the Reconciliation activities.
- Complicated and unique transactions requiring in depth product and operations knowledge.
- Facilitates the accurate balance of daily work and quality check process.
- Provide services information and resolve any emerging problems that our customer accounts might face with accuracy and efficiency.

AREAS OF EXPERTISE

- Prepares monthly statements by collecting data and analyzing and investigating variances and information.
- Strong Analytical skills, Effective Communication
- Rapidly adapt to new technologies and possess expertise in MS Word.

Seth M.R. JAIPURIA SCHOOL, LUCKNOW

COUNSELLOR CUM BACK OFFICE (APRIL 2019-APRIL 2020)

- Designing and following a complete teaching plan.
- Teaching alphabet and numeracy along with personal, social and emotional skills.
- Organizing learning material and resources.
- Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children's abilities.
 - Maintain an open line of communication with parents and provide appropriate information.
 - Conducted several seminars on job counselling for school as well as university students and provided them with the latest information in several professional fields.
 - supporting administrative staff

ACHIEVEMENTS

Eagle Squad Award In Xerox performing the Best auditor Award.

- Award winner in Inter College Competition in Skating
- State Level Player in Skating.

PERSONAL DETAILS

- Nationality : Indian
- Gender : Female
- Marital Status : Single
- Date of Birth : 09-12-1993
- Father's Name : Vijay Kumar Mehrotra
- Language Known : English and Hindi

I confirm that the information provided by me is true to the best of my knowledge and belief.

