**VIROTTAMA CHOPRA**                  353, BHOLA NATH NAGAR, LANE

NO.9, JHARKHANDI ROAD,

SHAHDARA, DELHI-32.

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CONTACT NUMBER: 09899180660, 09001990976

**CORE COMPETENCE:**

* Excellent Communication Skills
* Time Management Skills
* An Eager Learner

**ACADEMIC QUALIFICATION:**

* 10+2 in year 2002 from Arwachin Bharti Bhawan School, Vivek Vihar.
* B.com in year 2005 from Delhi University.
* M.com(Distance Learning) in year 2007 from Annamalai University.

**PROFESSIONAL QUALIFICATION:**

* Done **OBERSTUFE (C2)** from **Max Mueller Bhawan**, New Delhi.

* Done 7th International Autumn Course (**C1 level**) from **Johannes Gutenberg University, Mainz, Germany**.

* Done Advance Level in General English from **British Council**, New Delhi.

* Done basic Computer Course from **NIIT** (Computer and Internet friendly).
* Done International Summer Course **(Introduction to Translation)** from **Johannes Gutenberg University**, Mainz, Germany.

**WORK EXPERIENCE:**

Worked as German Language Teacher at Ahlcon International School, Mayur Vihar, Delhi from 1st April 2011 to 31st March 2012.

Worked as Technical Accountant and German Language Expert at Swiss Reinsurance Company, Bangalore from 2nd July 2012 to 3rd Dec 2014.

**LEARNING EXPERIENCE:**

* Have participated in the **German Teachers Training  Programme** held on 18th and 19th of May, at Goethe Institute, New Delhi.
* Have participated in the **InDaf Asian Conference “Destiation Deutsch”**held from 3rd Dec 2011 till 5th Dec 2011**.**
* Have actively participated in the **German Day Celebration** at DPS, Vasant Kunj, which has been organised by Max Mueller Bhavan and the DPS Society on 5th November 2011. In which we showcased the Chancellor of Germany Ms Angela Merkel and the journey of her life.
* Prepared students for Fit 1 exam.
* Got the opportunity to represent Swiss Region Market to the CEO of Swiss Re Mr. Michael Lies.
* Part of German Language Pool, did quality check and proof reading of every german mail sent to clients.
* Was responsible for incoming and outgoing queries related to financial transaction in german language on behalf of my team.
* Was active member of fun and learning pool.

* **PERSONAL INFORMATION:**

Date of Birth: 31.03.1985

Nationality:          Indian

        Language Known:          German, English, Hindi

        Marital Status:          Married

 Husband’s Name: Mr. Vivek Kr Sinha

Father’s Name:         Mr. Uma Shankar Chopra

        Hobbies:         Travelling, Interacting with People

 and Listening to music.

I hereby declare that the above information is true and best to my knowledge.

             (**Virottama Chopra**)

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