

GOPAL KAPOOR

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EDUCATION QUALIFICATION:

2005 - 2008: **The University of Lancaster**, BSc Honors Operations Management
Degree Result – 2:1

Subjects: Innovative Developments in Operations Management, Managing Business Information Systems, Approaching complex issues in management (Implementation of problem structuring methods), Project Management Skills II, Forecasting and Demand Management, Techniques for Management Decision Making, Accounting information systems and Auditing, Project Management in Theory, Project Management Skills (Involved work on a Consultancy project) Supply Chain Management, Quality and Risk Management, Principles of Management Accounting, Entrepreneurs and Entrepreneurship.

Secondary Education

2004-2005: Diploma in Commerce
Aurobindo College of Commerce and Management, Ludhiana,
Punjab University, India.

2002-2004: **Sacred Heart Convent Senior Secondary School**, Ludhiana, India
Central Board of Secondary Education (CBSE), New Delhi.
Senior Secondary - 78%

1992- 2002: **Sacred Heart Convent Senior Secondary School**, Ludhiana, India
Secondary Level - 65% (CBSE)

SKILLS

Communication

- Effective Inter-Personal and Communication Skills acquired through close customer contact in effecting sales of woollen garments, which helped in developing an awareness of customer relationship management and increasing sales of the business.
- Voluntary work for 'Dumb and Deaf Children' required caring attributes and being able to adjust to different situations.
- My Degree course involved delivering presentations, developing interactive communication skills and working in teams, which I enjoyed.
- Attended an interactive course on Enterprise and Commercial Awareness, which helped in developing enterprise skills and improving personal effectiveness.

Computing

- Competent in all Microsoft Office packages including Excel, Word, Access, PowerPoint.
- Proficient Internet researcher-knowledge databases.

Languages

- Fluent In English, Hindi and Punjabi
- French – basic

Team Work

- National Cadet Corps, India held 'Cadet Rank' in the regiment 'Unit 4 Punjab', helped in developing qualities of Character, Team Integration, Discipline and Organization.
- Various experiences in the voluntary sector involved group work to organise social integration activities for disabled children. Loyalty is essential for these individuals.
- Participation in various sports fields such as Cricket, Badminton and Football has enhanced the skills of achieving team goals.

WORK EXPERIENCE

- December 2007-February 2008 - **Purely Mineral**, Lancaster, England. **UNITE Project**, Business Consultant.
Provided ideas and support in developing an E- business strategy & product marketing for the firm, working in a team to develop facilities and features for the website and carrying out research to assess use of innovative methods for enhancing traffic to the website and use of mobile technology as an innovative sales channel.

Achievement – Helped the firm in winning a grant of £20,000 from BT and a full IT and communications Audit.

- Summer 2007 - **Nestle**, Moga, India. Vacation Training, 23rd Aug 2007 – 21st Sept 2007
Worked in the planning and Supply chain Management Dept. Gained knowledge of work coordination between Manufacturing and Administration Fields. Acknowledged the importance of teamwork to deliver best solutions for the organization.

Ranbaxy, Mohali, India, Vacation Training, 1st Aug 2007 - 21st Aug 2007

Learned how to operate SAP and acquired essential Quality Management knowledge required in the pharmaceutical industry to provide best products to customers, learnt essential supply chain planning techniques, which helps in keeping operating costs to a minimum.

- Summer 2006 - **Bhagat Exports**, India
Supported work in the production and sales department in its day to day working; Managing raw material and final product inventory; customer service; cash handling.
- Summer 2005 - **K.C Institutes of Education**, India
Assisted in making project reports; arrangement of term loans; preparation of documents for working capital requirement; valuable project life cycle knowledge.

Positions of Responsibility & Interests

- Vice-Captain of the school cricket team; Played district and state level cricket in India; Played university cricket, Involved organizing training sessions; team encouragement.
- Management Science Course Representative, management science Dept, Final year.
Represented the students of my department, advising them on problem issues and put forward improvement suggestions through meetings with department members.
- Played Badminton at the school and club level and I enjoy following fitness regimes.
- University societies: Asian; Greek; International. I have a passion for other cultures. I helped in arranging and promoting theme parties.
- I Enjoy Travelling, which has taught me to liase with other cultures and learn about their diverse ways.

References on request.