

GANESH SAVANT

CONTACT DETAILS:-

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CAREER OBJECTIVES:-

To find a challenging position to meet my competencies, skills in the Industry and to constantly upgrade my knowledge and skills in terms of achieve organisational and my goals.

SUMMARY OF EXPERIENCE

- + Having **2 years** of total experience in the immigration industry.
- + Strong analytical and problem solving skills proven under high-pressure environments.
- + Good communication skills, team player with excellent technical and interpersonal skills.
- + Good exposure in client facing.

PROFESSIONAL EXPERIENCE

1. Company – Rao Consultants











🌐 **Website:** <https://www.raoconsultants.com/>

Designation – Adviser (Immigration-Canada PR)

Employment Period – From May-2022 to Till date

Main duties

Admin Adviser (Immigration Specialist/Adviser)

-  To communicate with client, calls-emails reverts update in CRM remarks, feedbacks, follow-ups, payment-collection.
-  Take handover from counselor and meet client introduce about Canadian permanent visa process, eligibility criteria, documentation, payments structure ETC.
-  Guide juniors (back office executives) and give training, about **ECA** bodies, procedure (degree verification), and client's case discussion.
-  **NOC** confirmation, eligibility checking after client got theirs **ECA** and **IELTS** score, Case designing, filling, portal creation, profile submission.
-  Stay updated about new draw and ITA filing (all PNP and FSW).
-  Done all procedure of files **ITA submission (PNP)** before nomination and after nomination **ITA submission (FSW)**, **ADR (PNP and FSW)** resolving and submission.
-  Greet clients about **Nomination or Visa**, take appointments arrange meeting, take testimonial of clients and theirs reviews.
-  Take bio-metric appointment and PPR web-form feeling of clients.
-  Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
-  Set up and maintain manual and computerized information filing systems.

2. Company – First Step Education and Immigration

 **Website:** <https://www.firststepimmigration.com/>

Designation – Adviser/Consultant (Immigration-Canada-PR)

Employment Period – From Jan-2021 to May-2022

Main duties

Admin Adviser (Immigration Specialist/Adviser)

- ✚ Take handover from counselor and meet client introduce about Canadian permanent visa process, eligibility criteria, documentation, ETC.
- ✚ Guide juniors (back office executives) and give training, about **ECA** bodies, procedure (degree verification), and client's case discussion.
- ✚ **NOC** confirmation, eligibility checking after client got theirs **ECA** and **IELTS** score, Case designing-filling, portal creation, profile submission.
- ✚ Stay updated about new draw and ITA filing (all PNP and FSW).
- ✚ Done all procedure of files **ITA submission (PNP)** before nomination and after nomination **ITA submission (FSW)**, **ADR (PNP and FSW)** resolving and submission.
- ✚ Greet clients about **Nomination or Visa**, take appointments arrange meeting, take testimonial of clients and theirs reviews.
- ✚ Take bio-metric appointment and PPR web-form feeling of clients.

3. Company – ***Transcend Media & Marketing***

🌐 **Website:** <https://www.xcendmediamarketing.com/>

Designation – Team Leader and Quality Executive

Employment Period – From Jan 2019 to September 2019

Main duties

Team Leader and Quality Executive

- ✚ Create an inspiring team environment with an open communication culture. Set clear team goals and delegate tasks and set deadlines.
- ✚ Oversee day-to-day operation and monitor team performance and report on metrics. Check audio recording of all call by teams and guide them in communication.
- ✚ Maintain excel of team work, team activity and update to seniors. Discover training needs and provide coaching.
- ✚ Listen to team member's feedback and resolve any issues or conflicts. Recognize high performance and reward accomplishments.
- ✚ Encourage creativity and risk-taking.
- ✚ Suggest and organize team building activities.

ACADEMIC BACKGROUND

Year	Degree	Name of Institute	Percentage	Board\University
2018	B.SC (Chemistry)	Jeel Goswami Collage of Science and Research	48% (2 nd SEM)	Gujarat University
2015	H.S.C. (Sci.)	St. Xaivers Higher Secondary School	39%	Gujarat Board
2013	S.S.C	MSM High School, Gomatipur	77%	Gujarat Board

COMPUTER SKILLS:-

Operating Systems : Windows.

Office Tools : MS-Office, MS Excel, Internet skills.

KEY COMPETENCIES

- Urge to work with honesty and dedication.
- Highly optimistic, confident and result oriented.
- Good adaptability skills, Excellent Interpersonal and Communication Skills.
- Have strong ability to work under pressure and meet deadlines.
- Quick Decision Making and Problem Solving Capabilities.
- Determined person with efficient Leadership skills.

PERSONAL INFORMATION

Father's name – Santosh Laxman Savant
Date of Birth – 12th September, 1997
Birth City – Mumbai
Nationality – Indian
Marital Status – Single
Languages Known – English, Hindi, Marathi and Gujarati
Hobbies – Listening music, Editing photos, and Football.

REFERENCES

Available on request

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge.

Date:

Yours sincerely

Place: **Ahmedabad**

Ganesh Savant