

Priyanka Monga

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Career Objectives

To Secure a challenging creative positions and to commit my skills, abilities, knowledge and experience to organization that offers me scope for growth and ultimate entailing values, in addition to the organization and opportunities for professional and personal development.

Work Experience

Bridging Immigrations

Job Description– Documentation for Canada

27th Jan 2023 to 14th February 2024

- Coordination with the client in respect of visa process in multiple category
- Verifying and Scrutiny the legal documents for the visa process
- Uploading the Documents on the Canadian embassy
- Send the checklist to clients and make follow up with them
- Prepare Visa Runs to send the Indian Consulate
- Correspondence and solving queries through email
- Able to handle emergency cases/conflict cases
- Facilitated client communication directly and with govt. department.
- Collaborate with the documentation team for efficient case processing
- Responsible for reviewing preparing and submitting application for short term visas like tourist, spouse open work permit and work permit extension, super visa, recreate express entry profile & many more.
- Distributed such requests to appropriate staff for processing
- Participate in staff and official meetings

Aussizz Group Overseas Education Counsellor.

17th Feb 2022 to 9th July 2022 as Education Counsellor for Canada

Job Description Sales

WWICS Group Skilled Immigration Counsellor for Canada & Australia

- Working with WWICS Ltd since 07th November, 2012 to 13th November, 2021 .
- 7th Nov 2012 to 7th Nov 2013 as a Front Office Executive.
- 7th Nov 2013 to 30th April 2016 promoted as Counsellor.
- 1st May 2016 to 29th Dec 2019 as Senior Skilled Counsellor.
- 1st Jan 2020 to 30th Aug 2020 Promoted as Manager.
- 30th Aug 2020 to 12th Nov 2021 as Manager.

Job Description

Sales

Job Responsibilities

- To Generate Q.A's through client reference.
- Responsible for product specific revenue generation as per laid down targets.
- Q.A's generated and conversions.
- Responsible for submitting daily / Weekly reports to Branch Manager on the following.
- Interacting with the prospective clients, holding discussions, and organizing events and activities to increase the visibility & sales of the product.
- Building amicable relationship with existing clients for repeated revenue generation.
- Preparing proposals, presentations and negotiating costs with clients.
- Sales lead generation & making necessary change in our marketing strategies
- Generate revenue as per given targets by company through Fresh Calls, Fresh walk ins, E-marketing activities and referrals.
- No. of walk ins counselled
- No. of Q.A's generated and contacted.
- Leads convert into qualified applicant than client.
- Meeting with potential customers to identify their needs and motivate them to use the services of WWICS.

Worked with WWICS Ltd as front Office Executive from 7th Nov 2012 to 7th Nov 2013.

Job Description

- Maintain Database in computer.
- Record and handle all incoming and outgoing couriers.
- Attending incoming calls after than transferring calls to concern person.
- Maintain the record of attendance.

Worked with IKM Investor Services Ltd as front Office Executive from 5th Sep 2011 to 31st March 2012.

Job Description

- Handling EPBAX, Fax and scanning.
- Attending incoming and outgoing calls.
- Transferring calls to the staff of various departments.
- Maintain the record of attendance, stationery, visitor, staff incoming and out going time.
- Handling the record of medicines.

Worked with Mar-e-soft solution India Ltd as front office Executive from Sep 2008 to Sep 2010.

Job Description

- Maintain Database in computer.
- Record and handle all incoming and outgoing couriers.

- Responsible for daily cleaning and general maintained of the office.
- Handling EPBAX, Fax and scanning.
- Attending incoming and outgoing calls.
- Transferring calls to the staff of various departments.
- Maintain the record of attendance, stationery, visitor, staff incoming and outgoing time.
- Handling the record of medicines.
- Order number of tea and coffee packets.
- Complaint for internet, phone line and fax machine problems etc.
- Order number for tea and coffee packets.

Academic Qualification

- 10th Passed from CBSE since 2006.
- 12th Passed from CBSE since 2008.
- B.A Passed from Delhi University since 2012.

Computer Qualification

- Basic Computer knowledge
- Ms word, Ms Excel and Power Point.

Personal Details

Married Status: Single

Date of Birth: 11/04/1991

Father's Name: Late Sh.Parveen Monga

Hobbies

Reading Books and study Scriptures only

Date:

Place: New Delhi

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