Rupali R. Chakke

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## Career Objective

Seeking a challenging and progressive career with a professional organization, where I can utilize my potentials to the fullest and enhance my skills and strengths in conjunction with the company goals and objectives.

**Work Experience**

# Riya Business Travel Pvt. Ltd. (HCL Implant)

### Officer Visa, 24 February 2020 to 23 May 2023

* Co-ordinate with the employees to process the visa.
* Responsible for Business visa & Work visa, stamping requests.
* Obtaining Europe & Middle East short term and long-term visa documentation for employees and their families in compliant way within defined timelines.
* Working on US visa H1B/H4, B1/B2 process, completion of all relevant visa documents and ensure that they are received within the time limit set by the government.
* Managing visa application process from start to finish.
* Co-ordinate with internal stakeholders & vendors on stamping process.
* Document Authentication – Apostille, Legalization, Translations.
* Ensuring visa documentation briefing for all employees.
* Handling Corporate Visa queries on call as well on emails.
* Ensure the visas are processed compliant with organization policies.

Ensure employees are kept up to date with changes and progression of application.

* Ensuring the firm's internal database is accurately and continuously updated with changes and progression of the cases.
* Creating and maintaining all documents pertaining to visa application, extension, and cancellation.

Ensure all administration and movement of passport delivery to consulate/client/logistic Company etc.

* Maintain compliance to the standard operating procedures, manuals etc. without deviation in process.
* Ensure that the entire process is completed within the assigned Turnaround time.
* Assist manager/Operation manager in execution of application partially.
* Maintain good business connect with different Employees.
* Preparing MIS reports (daily, weekly, monthly, yearly etc.)

# A V Immigration and Career Consultancy Pvt. Ltd. (Apex Visas)

### Case Processing Officer, 18 September 2019 to 22 February 2020.

* Canada RP cases filing.
* Handling visa requirements for Immigration visa & tourist visas.
* Understanding requirement of the clients.
* Processing case as per the rules and regulation.
* Interacting with the customers regarding necessary documents for Visa processing.
* Giving online support to the customers and responding to their queries in live support. Receiving incoming calls from the customers and providing the required information.

# Udaan India Pvt.Ltd. (Capgemini Implant)

### Travel Coordinator, 25 July 2017 to 14 May 2019.

* Co-ordinate with the employees to process the visa.
* Responsible for Business visa & Work visa, stamping requests.
* Obtaining Europe & Middle East short term and long term visa documentation for employees and their families in compliant way within defined timelines.
* Preparing letters documents and applications.Managing visa application process from start to finish.
* Co-ordinate with internal stakeholders & vendors on stamping process.
* Document Authentication – Apostille, Legalization, Translations.
* Ensuring visa documentation briefing for all employees.
* Handling Corporate Visa queries on call as well on Emails.
* Ensure the visas are processed compliant with organization policies.
* Ensure employees are kept up to date with changes and progression of application.
* Ensuring the firm's internal database is accurately and continuously updated with changes and progression of the cases.
* Creating and maintaining all documents pertaining to visa application, extension, and cancellation.
* Ensure all administration and movement of passport delivery to consulate/client/logistic company etc.

Maintain compliance to the standard operating procedures, manuals etc. without deviation in process.

* Assist manager/Operation manager in execution of application partially.
* Maintain good business connect with different Employees.
* Preparing MIS reports (daily, weekly, monthly, yearly etc.)

# VFS Global Services Pvt Ltd.

### Visa Officer, 5 Oct. 2015 to 12 Jun 2017.

* Visa processing of Schengen missions
* Document scrutiny and collection of application for visa processing.
* Handling Corporate Visa queries on call as well on Emails.
* Record & maintain all application data. Ensure accurate & timely data entry into system with zero errors.
* Handle cash and bank related transactions as when assigned and ensure 100% accuracy. Ensure all administration and movement of passport delivery to consulate/applicant/logistic company etc.
* Maintain compliance to the standard operating procedures, manuals etc. without deviation in process.
* Inform applicants about the available Value Added Services and ensure delivery of Value Added Services options to applicants/customers.
* Assist deputy manager/Operation manager in execution of application partially.
* Handling end to end procedures for Schengen mission.
* Customer / Client relationship and communication.
* Coordinate with consulate to provide better service. Handling back office operations (data entry, bio-metric etc.)
* Preparing MIS reports (daily, weekly, monthly, yearly etc.)

**Educational Qualification:**

* **Msc (Computer Science)** in 2016 from Pune University, 62%
* **Bsc (Computer Science)** in 2011 Pune University , 60%

### Personal Details:

* **D.O.B**. : 17/09/1990
* **Gender** : Female
* **Marital Status** : Married
* **Strengths** : Positive thinking, hardworking and devoted towards assignments.
* **Hobbies** : Listening Music.

## I do hereby declare that the above operation is true and correct to the best of my Knowledge.

Place: Pune Rupali R. Chakke