

NITIN DHIMAN

CHANDIGARH,INDIA

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Professional Summary

Results-oriented Visa Filing Manager with more than 10 years of experience assisting individuals applying to immigrate, become citizens, and acquire resident visas. Demonstrated ability to ensure clients avoid any legal issues that may occur in relation to their relocation by assisting them in obtaining visas and other related immigration documentation. Able to work within strict timelines and effectively communicate with authorities.

Job Objective

Seeking long-term Visa Filing Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Knowledge Base

- Exceptional knowledge of current Immigration law, policy, procedures and guide-lines.
- Proficient in MS Office suite.
- Excellent communication and interpersonal skills.
- Willingness to learn new concepts
- Comprehensive Problem solving

Experience

Operational Manager :February 2021 – Current

Indian Guardian Chandigarh,India

- Processing of Visa applications for student visas,work permits,visitor visa and citizenships
- Ensured timely non-discriminatory visa application processing.
- Verify all provided information and documents related to visa applications.
- Informed applicants of any issues with their visa applications.
- Responded to in-person and phone inquiries
- Analyze files and resolve discrepancies in a timely manner.
- Support prospective students and parents throughout admissions and application process.

Visa filing Officer : June 2013 – Jan 2020

Planet Bulls Consultants – Mohali,Punjab

- Responded to student questions regarding academic requirements and programs
- Built productive relationships with students and parents to smooth process.
- Managed regional caseload efficiently and submitted paperwork on-time.
- Interviewed applicants to assess suitability and gather required information.

Marketing Manager : Oct 2011 – May 2013

Canucks Solutions – Mohali,Punjab

- Creating marketing strategies to achieve organisational goals
- Analysing marketing data and metrics to refine marketing strategies
- Staying updated with the latest marketing trends
- Deploy successful marketing campaigns and own their implementation from ideation to execution

Education

- **Master of Busniess Administation (Punjab Technical University) 2007**
- **Bachelor of Commerce – H.P University (Shimla) 2005**

Skills

- Visa applications
- Document processing skills
- Multitasking
- Case stratigies

Languages

Fluent in English and Hindi

Prosonal Profile

Name: Nitin Dhiman

Father's Name: Sh.Ved Prakash

Gender: Male

Marital Status: Married

Date of Birth: 25th february 1984