

Shivani Saini

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Vfs global** -
Operation Executive
Handling documentation and back office work.
Visa officer
Embassy
- **Dataflow service India Pvt Ltd** -
Senior Executive
1. Handle Applicant Assit and VIP Assit team.
2. Respond to and manage complaints and escalations from client and customers.
3. Email writing
Documentation

Education

- **TEERTHANKER Mahaveer University** 2017
Graduate
69%

Skills

- Excel
- Email writing
- Power point

Achievements & Awards

- Received Star Employee Award

Interests

- Reading Books
- Cooking

Languages

- Hindi
- English



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