

# Jaswant Singh

S2/88, Old Mahavir Nagar, Near Janakpuri East Metro, Delhi-110058

Phone: +91 8146515136, E-mail: [jaswant6200@gmail.com](mailto:jaswant6200@gmail.com)

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## **CARRIER OBJECTIVE:**

I am seeking a competitive and challenging environment where I can serve your organization and Establish an enjoyable career for myself

## **SKILLS:**

- Verbal and Written Communication
- Process Auditing
- Microsoft word expertise
- Mail and Calls handling

## **WORK EXPERIENCE:**

### **COMPANY: FATEH EDUCATION CONSULTING PVT.LTD (DELHI-110008)**

Designation: Process Associate

#### **ROLE & RESPONSIBILTIES**

Duration: September 24, 2018 – Till Date

- Present Production Improvements to Management
- Process Students Applications for UK and Ireland on University Portals
- Collect Production Data and Enter into Database
- Prepares for customer inquiries by studying products, services, and customer service processes

### **COMPANY : VFS GLOBAL SERVICES PVT. LTD. (DELHI-110001)**

#### **PROJECT 1: Denmark Visa Application Center (Delhi)**

Duration: January4, 2017 –May10, 2017

Designation: Submission Officer

- Accepting Documents from the applicants for Denmark Visa as per Embassy Standard
- Greet all Visa Applicants ,review all the Documents and Visa application for Completeness
- Identify deficiencies in Visa application paper and warn applicants in a correct manner when deficiency is detected
- Filing record, administrative tasks, correspondence with the Embassy of Denmark in New Delhi.

## **PROJECT 2: Embassy of Georgia, New Delhi**

Duration: May 11, 2017 – February 14, 2017

Designation: Secretary to the Ambassador of Georgia.

- Arranging Meeting for the Ambassador of Georgia.
- Answered the phone by the second ring and greeted callers enthusiastically.
- Drafting Verbal Notes to the Ministry of External Affairs & other Diplomatic Mission in India.
- Co Ordinate with BCAS,MEA and Airport Authorities to facilitate the His Excellency during Travel.
- Manage the Flight and Hotel for His Excellency and other Diplomatic Officers during their travelling
- Prepare the Important Documents for all Diplomats (Registration Certificate for Diplomatic Car, Diplomatic ID card, Diplomatic VISA for different countries etc.
- Verify the various Documents to verify by the consul
- Stamp Visa Stickers on the Passport as per guidelines of Consul
- Work as a translator during the time of Interview with applicants

## **PROJECT 3: Portugal Visa Application Center (Delhi)**

Duration: February 15, 2018– June 12,2018

DESIGNATION: Submission Officer

- Accepting Documents from the applicants for Denmark Visa as per Embassy Standard
- Greet all Visa Applicants ,review all the Documents and Visa application for Completeness
- Identify deficiencies in Visa application paper and warn applicants in a correct manner when deficiency is detected
- Dispatching Applications to the Embassy of Portugal on the Daily Basis.
- Collecting Passports from the Embassy on Daily Basis.

## **EDUCATION**

Qualification	School/College Name	Passing Year	Percent
Diploma in Chemical Engineering	Government Polytechnic College Batala,-Punjab University	2015	75%
STD XII	Dr Daulat Ram Bhalla DAV Centenary School Batala(CBSE)	2013	67%
STD X	Dr Daulat Ram Bhalla DAV Centenary School Batala(CBSE)	2009	62%

## **PERSONAL INFORMATION**

Name: Jaswant Singh

Mobile No.: 8146515136

Email Address: jaswant6200@gmail.com

Birth Date: 17/07/1993

Gender: Male

Language Known: English, Punjabi, Hindi

Marital Status: Unmarried

Nationality: Indian

Hobbies: Internet Surfing

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

**New Delhi**

**Jaswant Singh**

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