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Pune - 412105

## SOFT SKILLS

Teamwork Flexibility  
Punctuality  
Creative  
Motivating  
Time Management  
Communication Skills

## TECHNICAL SKILLS

**Google Workspace:** Google Sheets, Google Docs, Google Slides

**Microsoft Office:** MS Word, MS Excel, MS PowerPoint

**GDS:** Amadeus & Galileo

## PERSONAL DETAILS

**Date of Birth:** 24/08/2001

**Languages Known:** English, Punjabi, Hindi, German (Level A1), Marathi (Basic)

**Interests:** Travelling, Dancing, Writing Poems, Playing Badminton

**Passport Number:** Y8859109

**Validity:** 31/08/2033

## CO-CURRICULAR ACTIVITIES

**Exhibitions:** OTM Mumbai, IITM Pune

**Treks:** Dalhousie, Lohagad, Pratapgad, Devgiri Fort, Kangra Fort

**Study Tours:** Aurangabad, Punjab, Himachal Pradesh

**Tour Guiding:** National War Memorial, Southern Command

**Volunteering:** IITM Pune, 2022 (Co-ordinator), Sinhagad Fort Cyclothon, 2022

## PLACES VISITED

**Domestic:** Himachal Pradesh, Maharashtra, Punjab, Delhi

**International:** Dubai, Abu Dhabi

# MANPREET KAUR SETHI

## CAREER OBJECTIVE

- To work with my fullest potential and dedication in any professional environment.
- To become an expert in the industry who maintains high level of professionalism, patience and efficiency to minimize customer dissatisfaction.

## WORK EXPERIENCE

### Triumphant Overseas | Senior Visa Counselor

August 2023 - January 2024

- Provided all information regarding visa documentation.
- Scheduled meetings with B2B agents for tie-up.
- Handled daily calling data of the clients.
- Prepared daily and monthly reports.

### VFS Global | Officer - Operations

January 2023 - May 2023

- Collected applicant documents and prepared files.
- Arranged the documents and forwarded to Embassy.
- Handled operations for Switzerland and Portugal.
- Prepared daily and monthly account reports.
- Pitched Value added services to applicants.

## PROFESSIONAL QUALIFICATIONS

### Ties Institute For Career Training, 2022-2023

Advanced Course in International Travel, Tourism and Airlines

## EDUCATIONAL QUALIFICATIONS

### HSC 12th Arts, 2018-2019

Pratibha Junior College, Chinchwad, Pune  
Grade I with Distinction

### IGCSE Cambridge, 2016-2017

Anisha Global School, Hinjewadi, Pune  
Grade I with Distinction

## CERTIFICATIONS

### Ties Institute For Career Training, 2022

Introduction to French Language

### Ties Institute For Career Training and Safepro, 2022

First Aid & CPR Workshop

### Langma School of Languages, 2020

Level A1 in German Language