

# BHANU GAUTAM

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Address- D-230, Street no- 10 Laxmi Nagar, Delhi 110092

Experienced **Documentation Manager** with 3+ years of experience in work permit visa. Assisting clients with the completion of paperwork on time. Verifying the authenticity of paperwork and supporting documents. Excellent communication and convincing skills.



## Professional Experience

**Vcare Immigration Consultants, Delhi** May 2022' to Feb 2023  
Documentation Manager

**Aatush Immigration Consultants, Delhi** Oct 2020' to Jan 2022  
Documentation Manager

## JOB DUTIES & RESPONSIBILITIES

- Re-writes resume for clients in international format.
- Drafts Visa Documentation for Work visa.
- Maintains strong relationships with clients and all departments.
- Ensures that all of the information provided by the client is accurate, as well as prepares and checks all legal documents.
- Oversees the completion of all relevant visa and immigration documents and ensures that they are received within the time limit set by the government.
- Validates important documents and uploads them into the portal.
- Monitors and controls the quality of documentation process for each client, and provides feedback to executives for continuous process improvement.
- Handling the clients over phone / email.

## Skills

- Results-oriented
- Handling the clients over phone / email.
- Microsoft Office
- Business development
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Ability to work independently.

## Education

High School from Preet Public Sr. Sec. School, Preet Vihar, Delhi

## Personal Details

DOB- 29/12/1997

Gender- Male

PASSPORT NO- T7389533

DATE OF EXPIRY- 02/09/2029

MARITAL STATUS- Single

## References

Available on Request