

# Suman Gangwar

E-mail Id: sumangangwar77@gmail.com

Phone No.: +91-9013512242

## PROFESSIONAL SUMMARY

To associate myself with an organization to prove my skills and to work in a position where my skills and knowledge are utilized in the best possible way, which provides me with an opportunity for growth in my professional career and also contribute to the growth of the organization.

As my expertise spans a wide array of immigration sector as a process visa specialist in Canada PR and Australia PR, tourist visas in all countries, jobseeker visas, open work permit, dependent visas and dependent open work permits.

## SKILLS

• Problem Solving Skills	• Communication Skills	• Flexibility and Adaptability
• Attention to Detail	• Reporting & Documentation	• Team Player
• Client Relationship Management	• Quick Learner	• Time Management

## EXPERTISE

- ✚ Permanent Residency of Australia – Followed by Skill Assessments and EOI creation SC under 189,190, and 491.
- ✚ Handling Skilled Visa Process for CANADA as well as PNP Nomination visa's process.
- ✚ Australia Partner Visa Subclass 820/801 and Visitor visa Subclass 600.
- ✚ Spouse Sponsorship as well as Open work permit visa process for Canada.
- ✚ Child Dependent/Addition visa for Canada
- ✚ Job Seeker visas for Sweden, Portugal and Germany.
- ✚ TRV visa process - Handling Country's (Canada, Australia, USA, UK, Europe, New Zealand).

## PROFESSIONAL EXPERIENCE

**Abhinav Immigration Services India Pvt. Ltd**  
**Sr. Process Executive**

**Aug'2021-Present**

### Responsibilities:

- Efficiently prepare and submit PR & TR documentation, and visa applications for designated clients, ensuring timely completion and submission across the global.
- Managing the entire process from skill assessment under various Assessing Authorities such as VETASSESS, ACS, EA, CPAA etc. to filling out Expression of Interest (EOI) and Invitation to Apply (ITA) applications for Australia under Medium MLTSL, STSOL and ROL.
- Facilitating the Permanent Residency (PR) process for Canada, specifically under the Federal Skilled Worker (FSW) program, including handling the Education Credential Assessment (ECA) with various Assessment authorities such as WES, IQAS, ICAS, CES
- Logged Expression of Interest (EOI) in GCKey portal in Canada, leading up to an ITA submission or Provincial Nominee Program (PNP) filing.
- Working on different Visa Categories like Temporary Resident Visa as well as Permanent Resident visa.
- Provide advisory and support services to clients by giving the proper information, guidance and help them to dispatch the application in time until Visa received..
- Maintain database of each and every client for further proceedings and requirements
- Advise on documentary requirements in immigration/ Visaservices.
- Prepare the application, audit the documents of the clients and will give the suggestions and Tips for any alternate to be made.
- Evaluate the profile of the client and give them with the suitable occupation required as per the Authorities terms and guide them to work accordingly till the VISA received.
- Consistently initiate follow-ups through calls, WhatsApp, and emails to accelerate the visa processing timeline.

**Taaj Abroad Consultants**  
**Operation Executive**  
(Documentation Department)

**Oct'2018-Feb'2020**

**Responsibilities:**

- Handling clients across the global for processing the application for Permanent Resident (PR) for Canada.
- Provide advisory and support services to clients by giving the proper information, guidance and help them to dispatch the application in time.
- Build client relationship and ensure client satisfaction through prompt delivery and service.
- Maintain database of each and every client for further proceedings and requirements
- Maintain knowledge of changes and updates in visa policies.
- Advise on documentary requirements in immigration/ Visa services.
- Prepare the application, audit the documents of the clients and will give the suggestions and Tips for any alternate to be made.
- Evaluate the profile of the client and give them with the suitable occupation required as per the CIC terms and guide them to work accordingly till the VISA comes.

**Vfs Global Services**  
Operation Officer

**May'2016-May'2018**

**Responsibilities**

- Document scrutiny and collection of applications for visa processing.
- Handle customer/applicant queries personally or via email, telephone.
- Handle cash and bank related transactions if assigned and ensure 100% accuracy.
- Record & maintain all data. Ensure accurate & timely data entry into the system with zero errors.
- Responsible of taking Bio matric, file auditing,, verify passports etc. before sending to Embassy
- Ensure all administration and logistics of passport delivery to consulate/ applicant / logistic company etc.
- Maintain compliance to the standard operating procedures, manuals etc. without deviation in process.
- Inform the applicants about the available Value Added Services and ensure delivery of Value Added Service options to applicants/ customers.
- Encourage applicants to provide feedback on services provided and their overall experience at the application center.
- Ensure that the entire process is completed within the mandated Turn around Time.

**EDUCATIONAL QUALIFICATION**

**Bachelors of Commerce** from Delhi University, Delhi  
**Pass**

**Jun'2009-Apr'2012**

**COMPUTER SKILLS**

- **MS Office** (Word, Excel, Powerpoint)
- **Google Drive** (Docs, Sheets, Slides, Forms)
- **Email** (Gmail, Outlook)

**PERSONAL DETAILS**

Date of Birth : 08/04/1992  
Language : English & Hindi  
Location : Delhi  
Nationality : Indian