

Curriculum Vitae

Mehjabeen Mujawar

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Career Objective : To be an optimum resource for organization and would be working to make the best use of competencies to the responsibilities assigned for growth of career and organization.

Educational Qualification:

Degree	University/Board.
M.Sc.	Abeda Inamdar College, Pune University
B.Sc.	Abeda Inamdar College, Pune University

Work Experience:

Organization : BK Visa Consultants

Designation : Operations Manager

Duration : September 2021 to till date

Job Profile :

- Be responsible for processing students' files for application and visa submission to UK Universities;
- Ensure completion of all relevant visas and immigration documents
- To guide and support application teams for timely submissions;
- Respond to queries on visa application forms and document needed in support of application
- Counseling and explaining applicant about the format of the documents to be submitted to the visa authorities.
- Solving queries related to Visa process on call
- Also providing support to the teams for other visa categories like visit visa, business visa like Canada Australia UK USA European countries.

Organization : Ufaber Edutech Pvt Ltd

Designation : Case Filing – Operations Manager

Duration : Nov 2019 – Aug 2021

Job Profile:

- Evaluation of profile understand the student's profile and then provide them with the best program possibilities and other career suitable for them.
- Helping the students find the best university having worldwide recognition and help student take a final decision about the university.
- Helping students in filling and in applying for a visa.
- Guide students to assemble each document as per the checklist
- provide detailed information regarding the visa process

- Counseling and explaining applicant about the format of the documents to be submitted to the visa authorities.
- Solving queries related to Visa process on call
- Also filing applications for other visa categories like visit visa, business visa.

3)Organization : RK Global Visa Consultancy Services

Designation : Assistant Manager

Duration : 18th July 2017 – Aug 2019

Job Profile :

- Calling clients to sign the agreement after registration
- Sending checklist of documents to registered clients.
- Counseling and explaining clients about the format of the documents to be submitted to the visa authorities.
- Collecting all the required documents from the client in given format.
- Building clients resume as per NOC and ANZSCO codes for Canada and Australia filing respectively.
- Getting resume and job duties approved from the Head Office.
- Providing checklist of the documents and related forms as per the PR visa requirement for Australia and Canada
- To ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.
- Assisting applicants during the process of applying by providing information on visa procedures
- Collecting background information on applicants including information based on knowledge of the particular country.
- Responsibility in handling confidential / sensitive applicant information and documentation.
- Verified required information provided with visa applicant.
- To note any discrepancies or omissions on visa applications.
- To inform applicants of any issues with their visa applications.
- Responding to in-person and phone inquiries.
- Handling questions and provided additional information as requested
- Processing visa applications and notified applicants when decisions were made.
- Responding to inquiries and queries concerning immigration and visa matters.
- Collecting documents & filled up forms from clients.
- Maintaining the data manually and in the system.
- Retaining Customer Satisfaction by giving assuring them about confidential things like documents.
- Filing visa applications online on behalf of clients for Australia & Canada.
- Also filing applications for other visa categories like visit visa, business visa.

2) Organization: World Wide Immigration Consultancy Services

Designation : Sr. executive - Case Filing

Duration : 02nd Mar 2016 – 31st March 2017.

Job Profile:

- Calling clients to sign the agreement for Australia and Canada immigration.
- Sending checklist of documents to registered clients.
- Counseling and explaining clients about the format of the documents to be submitted to the visa authorities.
- Collecting all the required documents from the client in given format.
- Building clients resume as per NOC and ANZSCO codes for Canada and Australia filing respectively.
- Getting resume and job duties approved from the Head Office.
- Providing checklist of the documents and related forms as per the PR visa requirement for Australia and Canada
- To ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.
- Assisting applicants during the process of applying by providing information on visa procedures
- Collecting background information on applicants including information based on knowledge of the particular country.
- Responsibility in handling confidential / sensitive applicant information and documentation.
- Verified required information provided with visa applicant.
- To note any discrepancies or omissions on visa applications.
- To inform applicants of any issues with their visa applications.
- Responding to in-person and phone inquiries.
- Handling questions and provided additional information as requested
- Processing visa applications and notified applicants when decisions were made.
- Responding to inquiries concerning immigration and visa matters
- Collecting documents & filled up forms from clients
- Maintaining the data manually and in system
- Retaining Customer Satisfaction by giving assuring them about confidential things such as their bills, credit card password and identification through bank statement.
- Handling Customer queries through emails also attending Calls from CSR

1) Organization: Y-axis Solutions Pvt LTD

Designation : Sr. Co-ordinator – Case Filing

Duration : 06th Feb 2012 – 31st Oct 2015.

Job Profile:

- Maintaining sales and daily activity report.
- Forwarding all reports to Hyderabad head office daily.
- Handling Client calls and counseling over phone and in person.
- Handling document & service agreements post registration by providing them checklist of the documents.
- Raising invoice using SF, and maintaining business communications with clients before, during and after a sale
- Verification of documents comes under Background Verification of the customer)
- Daily analysis of work through report.
- Retaining Customer Satisfaction by giving assuring them about confidential things such as their education, employment, credit card password and bank statements.
- Handling different modes of payments like refunds & missing payments queries
- Replying to E-mails received from clients and Customers.
- Maintaining daily and monthly activity sheet.
- To resolve and respond the customer queries through inbound or outbound calling
- Giving maximum support to achieve the customer satisfaction and giving them excellent service.

Personal Details:

Name	: Mehjabeen Mujawar.
Correspondence Address	: Srv. No. 259,Near Bhavani Super Mrkt, Opp. Budha Vihar, Kalvad Vasti, Lohegao Rd, Pune-411032
Gender	: Female
Marital Status	: Single
Languages known	: English, Hindi & Marathi

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