

## **Curriculum Vitae**

### **Damini Chaudhary**

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### **Objective-**

Vision to be efficient in all tasks, positively streamlined in thoughts and willing to explore new heights. Highly accomplished with continued success driving revenue growth, exceeding corporate objectives, and increasing operational efficiency levels within a multitude of organizations.

### **Work Experience-**

#### **Global Opportunities Pvt Ltd:**

##### **Position:**

**May 2018 – Till date**

**Country Advisor- New Zealand**

- ❖ Support to maintain and knowledge in counseling skills.
- ❖ Sharing regular updates and support to the Branch offices and counselors
- ❖ Preparing relevant reports for effective measures
- ❖ Assisting branch(s) /counselors in New Zealand queries and counseling
- ❖ Providing Students and Branches with suitable options for studies.
- ❖ Preparing the Student and Spouse visa files.
- ❖ Student admission and Visa documentation
- ❖ Ensure implementation, compliance and improvement of meeting the Quality
- ❖ Updating customers of the newest service updates by way of telephone calls
- ❖ Coordinating with New Zealand High Commission for Visa Updates
- ❖ Travelling and conduction training for Regional Managers, Managers and Counselors.
- ❖ Established global operations including processing global applications, offer letters and student grants.
- ❖ Overall responsibility for managing the teams through multiple levels of subordinate management.
- ❖ Accumulate feedback from clients
- ❖ Travelled to Education Fairs and Branch offices

#### **Success Route Pvt Ltd:**

##### **Position:**

**July 2013 – May 2018**

**Overseas Education and Immigration Counselor**

- ❖ Keen interest in Marketing / Branding / promotion / Product management/relationship, capable of driving business growth through identification & penetration of new market.

- ❖ Established global operations including processing global applications, offer letters and student grants.
- ❖ Coordinating client reports, information sharing, assisting and managing visits, events, projects.
- ❖ Exploring new business opportunities to maximize revenue and setting objectives.
- ❖ Responsible for profitability of assigned verticals; coordinating all activities with the Sales and Operations in setting annual business plans.
- ❖ Briefing about the processes to the clients
- ❖ Helping the clients with counseling and providing them with suitable options for studies.
- ❖ Contacting with universities or colleges and arranging for their offer letters.
- ❖ Making the hard copy application ready to be submitted to the TT Services.
- ❖ All the admin work on Immigration Files- Online and Hard Copy
- ❖ Regular Country sites checking for State Opening for Immigration.
- ❖ Overall responsibility for managing the teams through multiple levels of subordinate management.

#### **Extra Circular activities:**

- ❖ Preparing various trackers to support in control of process & compliance area.
- ❖ Managing entire administrative staff.
- ❖ Handling other team in case their leader is not available.
- ❖ Arranging conference calls with clients and the advisor.
- ❖ Taking care of process query & providing solutions from the clients.

#### **Computer Proficiency:**

- ❖ Working in fully computerized environment. Worked in PC and LAN environment and well versed with automated accounting and reporting packages.
- ❖ Good Hands on Microsoft word, power point and excel, Professional Acrobat.

#### **Self-Management and Personal Qualities:**

- ❖ Experienced in delivery of oral and written reports to the management.
- ❖ Socially confident through conference presentations and responsibilities.
- ❖ Successful in working with the team.

#### **Rewards & Achievements:**

- ❖ Numerous appreciation emails from clients.
- ❖ Successfully handling the entire administration work
- ❖ Prepared several checklists and templates to be sent to client
- ❖ Appreciated for making the processes simplified by creating the drafts.
- ❖ Awarded as Top Country Advisor for 2018
- ❖ Awarded as CEO's Excellence for Process Compliance for 2019

## Academic Qualifications:

- ❖ B. Com from IGNOU in 2017
- ❖ Senior secondary in commerce stream in 2012

## Personal Details:

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| ❖ Father's Name  | Mr. Kripal Singh Chaudhary |
| ❖ Date of Birth  | 12th July 1994             |
| ❖ Marital Status | Single                     |

**Damini Chaudhary**