

**SukhbinderKaur**

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## OBJECTIVE

To work in learning and challenging environment, utilizing my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization

## Work Experience

### STUDY ABROAD ADMISSION COUNSELLOR

Silver fern Education Consultants	Team Leader (Admissions, Visa Visa filing ) date	Oct 2019 – till
Responsibilities	<ul style="list-style-type: none"><li>• Guiding Agents/students about documentation required for Visa application and Admissions.</li><li>• Ensuring that all of the information provided by the client is accurate and correct, while preparing and checking all legal documents.</li><li>• Helping team to manage the students and providing advice in preparing the visa files (Canada, Australia, New Zealand)</li><li>• Prepare and submit visa applications online.</li><li>• Email and Telephonic communications with agent enquiries.</li><li>• Record keeping of all clients and their documentation.</li></ul>	

Silver fern Education Consultants	Visa filing OfficerJun 18 – Oct 2019
Responsibilities	<ul style="list-style-type: none"><li>• Guide Agents/students about documentation required for Visa application.</li><li>• Ensuring that all of the information provided by the client is accurate and correct, while preparing and checking all legal documents.</li><li>• Preparing financial matrix for filing</li><li>• Helping team to manage the students and providing advice in preparing the visa files</li><li>• Prepare and submit visa applicationsonline.</li><li>• Email and Telephonic communications with agent enquiries.</li><li>• Record keeping of all clients and their documentation.</li></ul>

**Responsibilities**

- Guide Agents/students about documentation required for Admission application in foreign institutions.
- Prepare and submit admission applications of clients to various foreign institutions.
- Applying for offer letters, fee receipts, accommodation services, health insurance etc. to the concerned institutions.
- Correspondence with the foreign institutions
- Email communications with agent enquiries and foreign institutions
- Record keeping of all clients and their documentation.
- Regular follow-up of all admission enquiries with agents/students/ institutions.

**ACADEMIC QUALIFICATIONS**

Year	Degree	Board / University	%
2013	Master in Computer Applications (MCA)	PTU	71.00%
2011	Bachelor in Computer Application (BCA)	PTU	70.00%
2008	Class 12	CBSE	67.00%
2006	Class 10	CBSE	62.00%

**KEY SKILLS AND STRENGTHS**

- Good communication and interpersonal skills.
- Adaptability to varied work environments.
- Willingness to learn new skills
- Problem-solving and decision-making
- Learning agility: Quick learner

**PERSONAL DETAILS**

Father's Name:	Sucha Singh
Date of Birth:	2 <sup>nd</sup> Jan , 1991
Nationality:	Indian
Languages Known:	English, Hindi, Punjabi
Marital Status:	Single