

**Name:** JAYA SHARMA  
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## OBJECTIVE

I seek to join organization where I with my knowledge, passion and innovative ideas, will work as a solution accelerator for organization to grow faster & develop myself professionally. To work in a challenging and growth-oriented environment with a scope for learning, innovation and career development.

## ACADEMICS

EXAMINATION	COLLEGE/SCHOOL	UNIVERSITY	YEAR OF PASSING
B.A PROGRAMME	School of open learning	DELHI UNIVERSITY	2014
HIGHER SECONDARY	Sarvodaya kanya vidhyalaya	CBSE BOARD	2011
HIGH SCHOOL	Sarvodaya kanya vidhyalaya	CBSE BOARD	2009

## TECHNICAL

- Completed 06 months diploma basic computer course
- Completed 04 months diploma tally course.

## TRAINING, PROJECT & EXPERIENCE

### 1. 1 YEAR 3 MONTH EXPERIENCE IN BEDI TRAVEL SERVICES PVT. LTD A RESERVATION & TICKETING EXECUTIVE AND VISA ASST

- Good knowledge of ticketing
- Hotel reservations
- UK, US, Schengen, Far East & Dubai visa

### 2. 2 YEARS 5 MONTHS EXPERIENCE WITH VFS GLOBAL SERVICES AS SUBMISSION OFFICER IN OPERATIONS.

- Accepting documents as per the procedure of embassy standards.
- Checking and organizing the requisite documents (to be presented to the embassy)
- Writing official mails to the applicants in order to revert their issues and queries.

- Handling client's queries regarding their visa applications and responsible to give them complete and correct information about the process of visa.
- Handing over the passports received from embassy to applicants.
- Submitting applications and documents of applicants at the embassy.
- Maintaining data of all the passports through passport tracker.
- Communicating the applicant's case to the embassy's staff.
- Handling operation and application center.
- Handling application submission on counter.
- Enrolled biometrics of applicants for Germany and Netherland mission.
- Managing finance related activities.
- Conducting time survey for applicants to improve turnaround time.
- Taking care of complaints, feedback and quality of operations as quality SPOC.

### **3. CURRENTLY WORKING WITH ABHINAV OUTSOURCING PVT LTD AS A PROCESS EXECUTIVE FOR PR PROCESS-CANADA**

- Handling Immigration process of Canada.
- Have detailed knowledge of Express Entry, ITA applications, ECA process, NOC and Reference Letters.
- Managing documents of client, checking CRS scores and inform whole process to clients regarding their profile on call, mail and meetings.

#### **STRENGTH**

- Team Spirit
- Confidence
- Positive Attitude

#### **HOBBIES**

- Listening to music
- Traveling

#### **PERSONAL DETAILS**

<b>FATHER'S NAME</b>	MR. RAJAN SHARMA
<b>MOTHER'S NAME</b>	MRS. RAJNI SHARMA
<b>DATE OF BIRTH</b>	26 <sup>th</sup> AUG 1994
<b>NATIONALITY</b>	INDIAN
<b>LANGUAGES KNOWN</b>	ENGLISH, HINDI & PUN JABI
<b>PERMANENT ADDRESS</b>	K-337/338 RAGHUBIR NAGAR NEW DELHI-27

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of all particulars.

Date: 07-03-2019

PLACE: NEW DELHI