

# Gurpreet Singh

D-209, Second Floor, Tagore Garden Extension, New Delhi (110027)

Contact No: (+91) 8527824686

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## OBJECTIVE

To be an indispensable part of the organization with high levels of dedication, motivation, sincerity and to explore my skill-set for the utmost benefit of organization

## WORK EXPERIENCE

- **Travel Visa Specialist: September 2019 – January 2020**

Worked as an Travel Visa Specialist at VisaHQ Services India Pvt Ltd.

**Job Responsibilities:**

- Providing clients with the information on the required documents for the visa, passport and legalization process, processing times and costs
- Preparing visa application forms with all requirements for Canada, US, Hongkong, Schengen
- Maintaining the filing system and the internal records for each client
- Maintaining and updating value added report for the team

- **Officer Operations: April 2018 - July 2019**

Worked as an Officer Operations at VFS Global Services Pvt Ltd (Canada Visa Application Centre)

**Job Responsibilities:**

- Handling visa applicants and solving their queries
- Handling Biometric scanning of applicants
- Initial document scrutinization for visa application submission
- Maintaining & recording all application data in a timely and accurate manner
- Ensuring all administration & logistics of passport delivery to consulate / applicant /logistics company etc.
- Maintaining and preparing value added report of the team

## EDUCATIONAL QUALIFICATIONS

- **Bachelor of Arts (B.A PROGRAMME) : 2019**

Completed B.A Programme (Graduation) from School of Open Learning, University of Delhi

- **IATA Foundation Level: 2018**

Completed Diploma in Foundation in Travel and Tourism from IATA, Canada

- **Travel Management: 2017**

Completed Travel Management Course from Kuoni Academy, New Delhi

- **All India Senior School Certificate Examination (AISSCE): 2016**

Completed 10+2 from Guru Harkrishan Public School, New Delhi (CBSE Board)

- **All India Secondary School Examination (AISSE): 2014**

Completed 10<sup>th</sup> from Sri Guru Harkrishan Model School, New Delhi (CBSE Board)

## JOB ORIENTED SKILLS

- Ability to understand client's need
- Good interpersonal skills
- Ability to explain clients effectively
- Team worker
- Excellent convincing skills
- Strong computer and written skills

## PROFESSIONAL SKILLS

- Visa and passport rules
- Biometric scanning Rules

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## COMPUTER SKILLS

- Basics-Microsoft Office (MS-Word, MS-PowerPoint, MS-Excel)
- Basic Internet Concepts

## ADDITIONAL CERTIFICATIONS

- Completed Marriott Hotel Excellence Training Program
- Completed Travelport Global Distribution System (GDS) and Smartpoint Automated Ticketing Course
- Completed Jordan, Yas Island, Germany, Mauritius & Indonesia Destination Specialist Training

## EVENTS & WORKSHOPS

- Attended South Asia Travel & Tourism Exchange Event (SATTE) 2017, New Delhi
- Volunteered in Canadian Universities Admissions Fair & Workshop, New Delhi

## LANGUAGES KNOWN

- English
- Hindi
- Punjabi
- Spanish (Basic- A1 & A2 Level)
- French (Basic- Introductory Level)

## PERSONAL PROFILE

Father's Name	:	Gurvinder Singh
Mother's Name	:	Satnam Kaur
Nationality	:	Indian
Date of Birth	:	16 January, 1996
Marital Status	:	Single
Hobbies	:	Listening Music & Watching Punjabi Movies

## DECLARATION

I hereby solely declare that the above-furnished details are correct.

GURPREET SINGH