

Curriculum Vitae

Chandra Shiva Shekhar

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OBJECTIVE

To acquire a cutting professional edge through consistent hard work and learning process. Seeking a responsible position with challenges to optimize the output of the process and opportunities to deliver my best. Application of my knowledge and experience and extending my optimum levels of expertise, productivity and effectiveness to bring the organization to excellent levels.

EXPERIENCES

- **Jaunt Online Services Pvt. Ltd.**

Working as Freelance Visa consultant for Jaunt Jaunt Online Services Pvt. Ltd. From 10th Feb 2019 to till date.

- **ONKAR INTERNATIONAL PVT. LTD.**

Worked as Sr. Visa Documentation from 18th April 2018 to 8th Feb 2019.

Handled Visa applications of the corporate clients of Onkar International like Minda Industries, Honda Motorcycles, Triumph Motorcycles, Den Networks, Cellos, Oppo Mobiles, Vivo, Hyundai Rotem, Pvr Cinemas, VU clip, Denso International, etc.

- o To coordinate with the corporate clients regarding the current visa requirement & procedure.
- o To coordinate with the VFS & Respective Embassies & Visa vendors regarding the required documents (if any).
- o To collect & Dispatch processed passports to the clients.

- **PL WORLDWAYS LTD GURGAON**

Worked as Visa Facilitation executive from 28th June 2012 to 30th March 2018

- o Handling Visas and coordination from the various Branches of PL Worldways and corporate clients like Tetra Pak, Ibibo, Mentor Graphics, Metso, Sennheiser, Avon, EMC, Tata Advance System, Fujifilm, Fujitsu, Viom, Serum, Kazstroy, Decathlon, Auchan international, Bridgestone, Geospatial, Singapore Airlines, Jacobs, PC Solutions, Leighton, Belden, AET, Sakata, CII etc.
- o To coordinate with the corporate clients regarding the current visa requirement & procedure.
- o To coordinate with the VFS & Respective Embassies & Visa vendors regarding the required documents (if any).
- o To collect & Dispatch processed passports to the clients.

- **CARLSON WAGONLIT TRAVELS:- GURGAON (HARYANA)**

Worked as Visa Facilitation executive from 21st of October '09 to 27th June 2012

- o Handling Corporate Clients of New Delhi and NCR i.e. (CSC, ALSTOM, NOKIA SIEMENS, L&T, SIEMENS, SONY INDIA, AIRTEL, GE, EMERSON, IMRB, THALES, METLIFE, INFOSYS, BILL GATES FOUNDATION, FREESCALE, ERICSSON etc.) for their visas & Documentation process.
- o To coordinate with the corporate clients regarding the current visa requirement & procedure.
- o To coordinate with the VFS & Respective Embassies & Visa vendors regarding the required documents (if any).
- o To collect & Dispatch processed passports to the clients.
- o Billing for the visa processed in Amadeus/Galileo GDS.

- **VFS GLOBAL SERVICES Pvt. Ltd:- NEW DELHI**

Works as an outsource Partner for Various Diplomatic Missions for Submitting & processing Visa Applications. As VFS staff we are profiled to cater to all the VISA

requirements of the applicant. This includes tasks like giving out information about various Visas and their eligibilities. The procedures to apply for the same. We also work as collection centers for various Embassies & High Commissions

VFS Global Services Pvt. Ltd. As division of Kuoni group. The company provides highly specialized services to various High Commission /Consulates by managing the processing of the Visas for UK, USA, Italy, France, Germany, Greece, Austria, Belgium, Netherlands, Ireland, Dubai, Australia, Thailand, Denmark, Sweden and Portugal and more.

DEPARTMENT: Danish Visa Application Center-1st August'08 to 19th March'09

Italy Visa Application Center-13th August'07 to 31st July'08

DESIGNATION: Submission Officer

MAIN RESPONSIBILITIES

1. Scrutinize the visa application at the Submission desk
2. Providing the right information to the applicant regarding their visa enquires through e-mail and by phone.
3. Verification of documents for Legalization and Attestation process.
4. Visiting Embassy for Submission & Collection of Documents & processed passports.
5. Generating day end reports at the application centre,
6. Maintaining cash and daily accounts reports through SAP & FUNDFLOW
7. Co-ordinate with the Embassy on daily basis for pending applications, updates & collection of Passports.

EDUCATIONAL QUALIFICATION

BP ed (Bachelor of physical education) from Barkatullah University Bhopal - 2011

Graduate in B.A. (H) from Delhi University,
Delhi College of Arts & Commerce (DCAC) - 2007

12th from CBSE - 2004

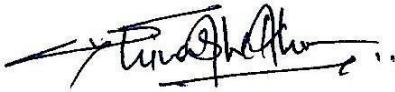
10th from N.I.O.S. New Delhi – 2002

HOBBIES

Sports and Painting

PERSONAL PROFILE

Date of Birth	:	26 Nov 1985
Sex	:	Male
Marital Status	:	Married
Father name	:	T.V. Chandra Shekhar
Nationality	:	Indian
Language	:	Tamil, Hindi and English
Religion	:	Christianity



Chandra Shiva Shekhar

Date: 2nd Jan 2020

Place: New Delhi