

Bhawya Jain

Operations Manager

Profile

Phone:
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Email:
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Nationality:
Indian

DOB:
16.01.1999

Gender:
Female

Address:
#483, old madhopuri, street no. 1 Idh.

Key Skills

Communication Skills, Easily underst and, Computer proficiency, Group ins truction, Problem solving abilities

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Languages

English and Hindi

Hobbies

Travelling, Listening to music and sin ging

Summary

Visa Filing Officer with Venus studies and have ability to handle and organize cases successfully at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Education

BBA Jul 2016 – May 2019

devki devi jain memorial college

12th Apr 2015 – Mar 2016

shifaly public sen. sec. school

Experience

At hosiery line Jan 2020 – Dec 2022

Business Analyst

At venus studies Feb 2023 – Mar 2024

Visa filing officer cum operations manager

- Make direct connections with the agents and the students and provide Information and guide them accordingly.
- Provide suitable advise to the students about latest trends going Into the market related to Department Of Home Affairs.
- Have Knowledge about the Universities admis- sion and GTE requirements for Betterment. Basically I am handling all the process Of Australia starting from Applying Offer to handle GTE and after applying for ECOE and then File lodgement and provides after Visa documentation to the students.
- Ensuring that all visa applications are correctly and accurately completely flown, and can be easily tracked accordingly.