

# Bhawya Jain

Operations Manager

## Profile

Phone:

8847685628

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 understand, Computer proficiency, Group instruction, Problem solving abilities



## Languages

English and Hindi

## Hobbies

Travelling, Listening to music and singing

## 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 advice to the students about latest trends going into the market related to Department of Home Affairs. • Have knowledge about the universities admission 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.