

GURMINDER KAUR
ASSISTANT MANAGER - FILING

PROFILE



OBJECTIVE

Pursue a professional career where my knowledge, skills and experience is utilized and challenged to meet the needs of a company; to be a part of the team by working hard with discipline, dedication towards the growth of organization and self.

CONTACT

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EDUCATION

M.Sc (Information Technology)
2013-2015

B.Sc (Information Technology)
2010-2013

WORK EXPERIENCE

➤ **Pyramide-Services – Assistant Manager - Filing**
May, 2018 to Till Date
Handling and Managing the Canada Filing Team. Checking the Canada Study Visa files of all the filers. Prepare the reports of all the Canada intakes. Providing training to the employees in regards to Canada filing.

➤ **Study n Settle – Filing Executive**
Feb, 2017- April, 2018
Preparing and Lodging Canada study visa files.

➤ **Study Plus – Office Assistant**
Oct, 2015 – Mar, 2016
Handling their Facebook page and Enquiries. Take Follow-ups of clients. Submitting Student's Information (Manual & Online) for New Zealand Student Visa.

SKILLS

- **Team Management**
- **Strong Communication**
- **Supervision**
- **Team Building**
- **Work Management**