**CURRICULAM- VITAE**

RAJESH KUMAR

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**Professional Summary**

Results-oriented immigration case worker with 7 years of experience assisting individuals applying for student visas, becoming immigrants, and acquiring resident visas. Demonstrated ability to ensure clients avoid any legal issues that may occur about their relocation by assisting them in obtaining visas and other related immigration documentation. Able to work within strict timelines and effectively communicate with authorities.

**Knowledge Base**

Student Visa Visitor Visa

Immigration and refugee law Family sponsorship

Temporary status Immigration applications

Administrative laws Ethics and professional responsibility

**wORK EXPERIENCE:**

**ASSISTANT MANAGER -FILING CUM TRAINER (February 2020 to till now)**

**PYRAMID E-SERVICES JALANDHAR, PUNJAB, INDIA**

To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government. Review and ensure that all of the information provided by clients is accurate and correct, preparing and checking all legal documents. Train the new employees as well. Helped expedite visa processing services. Supervised staff completing visa paperwork. Reported all visa acceptance and denial rates to senior management

* **Canada**
* Prepare and lodge the visa application for the student visa
* Prepare and apply for a visitor visa
* **Australia**
* Prepare and apply for a student visa after receiving COE.
* Prepare and apply for a visitor visa.
* **UK**
* Prepare and apply after receiving the CAS
* Prepare and apply for a child and spouse visa
* Prepare and apply for a visitor visa
* Escorts applicants to the Embassy for their visa appointments
* **USA**
* Prepare and lodge the visa application for a student visa after receiving i20
* Prepare and apply for a visitor visa
* **EUROPE (Germany, France, Greece, Malta, Latvia, and Hungry)**
* Prepare the files for submission to the embassy
* Book an appointment for VFS for file submission

**Visa Filing Officer (June 2019 to Dec. 2019)**

**Gravity Overseas Pvt. Ltd CHANDIGARH, INDIA**

To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.

* Take full responsibility for all Immigration issues and operations, remaining up to date with any changes to legislation.
* To prepare all fee quotes and any information required by clients, colleagues, or authorities.
* To ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
* Updates job knowledge by participating in educational opportunities; reading professional publications, maintaining personal networks, and participating in professional organizations.
* Worked with **West Highlander Immigration Consultancy Pvt. Ltd. Chandigarh** as a **Visa Filing Officer** from November 2018 to May 2019.

**Key Responsibilities:**

* To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
* Provided high-quality, efficient, and non-discriminatory visa application processing.
* Assessed and resolved visa applications within agreed benchmarks.
* Ensured that all correspondence is considered and reported.
* Liaised with the Visa Application Centre, Travel Agents, Schools, and Colleges etc.
* Advised customers on all immigration laws, policies, and procedures.
* Assessed and decided on all types of immigration applications for permits and visas.
* Worked with **OECC Global Education Pvt. Ltd Chandigarh** as a **Visa Filing Officer** from Oct. 2017 to August 2018.

**Key Responsibilities:**

 To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.

* Take full responsibility for all Immigration issues and operations, remaining up to date with any changes to legislation.
* To prepare all fee quotes and any information required by clients, colleagues or authorities.
* To ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
* Agree on a counseling contract to determine what will be covered in sessions (including confidentiality issues).
* Helping clients towards a deeper understanding of their concerns.
* Processing of international migration applications for various destinations in Canada, and Australia. The USA. Immigration experience as well.
* Worked with **CWC IMMIGRATION SOLUTIONS MOHALI** as a **Case Processor Executive** from May 2016 to June 2017.

**Key Responsibilities:**

• Assemble and maintain file records and ensure data integrity in electronic systems; open and process mail;
• Answer client inquiries, including telephone and email inquiries relating to visa requirements;
• Assess basic visa application criteria and make recommendations to decision-makers;
• Undertake verification checks of documentation lodged by visa applicants, including telephone checks, sending correspondence, and some site visits throughout India, as required.

* Worked with **Jaeco Rebuilding System Pvt. Ltd**. **(Panchkula)** as an Operation **Executive** at from Jan 2015 to April 2016.

**Key Responsibilities:**

* Coordinate and monitor supply chain operations
* Ensure premises, assets, and communication ways are used effectively
* Utilize logistics IT to optimize procedures
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction
* Plan and track the shipment of final products according to customer requirements
* Keep logs and records of warehouse stock, executed orders etc.
* Prepare accurate reports for upper management

**ACADEMIC QUALIFICATION:**

##### I completed a Bachelor of Technology in Electronics and Communication Engineering from Punjab Technical University Jalandhar in the Year 2014 with 78%.

* I have passed senior secondary from Punjab School Education Board in 2010 with 66%.
* I passed Matriculation from Punjab School Education Board in 2007 with 68%.

**PROFESSIONAL QUALIFICATIONS:**

* Microsoft Certified IT Professional (MCITP)

##### **COMPUTER PROFICIENCY:**

* MS Office, Windows, Microsoft Office. Microsoft Excel, JAVA

**Personal INFORMATION:**

Father’s Name : Mr. Shiv Ram

Date of Birth : 24th July 1991

Permanent Address : V.P.O. Harse Mansar Teh. Mukerian, Distt. Hoshiarpur, Punjab

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi & Punjabi

**HOBBIES:**

**DECLARATION:**

I hereby declare that the above-mentioned details are true and best to be half of my knowledge.

**Date:**

**Place: Jalandhar (RAJESH KUMAR)**