

MALIKA NARANG

Customer Experience Executive

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MN

SUMMARY

To work hard with full determination and dedication to achieve organization as well as Personal goal.

EXPERIENCE

Sales Coordinator

Majik Company

05/2016 - 05/2017 Amritsar

Sales Coordinator

- Handled Customer Calls
- Understood customer queries and provided immediate solutions
- Managed time effectively to achieve monthly customer satisfaction
- Answered client questions regarding accounts or sales products
- Entered order information into the company database

Canada and Australia Visa Filing OR Admissions

Punjab Immigration

2021/2022 Amritsar

Visa Filing and Admissions (Canada and Australia)

- Managed clientele records with utmost precision and confidentiality
- Maintained a disciplined working environment
- Acquired knowledge about Embassy fees structure and related websites
- Contributed to the growth and development of the company

KEY ACHIEVEMENTS

- Best Employee**
Recognized as Best Employee at VMM Institute

EDUCATION

Bachelors of Economics

GNDU

2013 - 07/2016 Amritsar, Punjab

Masters of Computer Science

GNDU

07/2018 - 01/2020 Amritsar, Punjab

STRENGTHS

- Professional Skills**
Proficient in problem solving and critical thinking with strong work ethic

Canam Consultants

2022 - Present Amritsar

- Application Processing:** Visa Filing Officers handle the end-to-end visa application process.
- Document Verification:** They meticulously verify supporting documents to ensure accuracy and compliance with visa requirements.
- Compliance:** A key aspect of their role is to ensure that all applications are processed in accordance with current immigration laws and regulations.
- Decision Making:** In some cases, they may be involved in the decision-making process regarding visa approvals or rejections, based on the evaluation of applications and interviews

