**DAMAN PREET SINGH**

Hno: 811-ZI Block, Bhai Randhr singh Nagar

Ludhiana, Punjab, India, 141002

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**OBJECTIVE:**

To acquire a mid to senior level position by using my extensive 9+ years of experience in diverse fields of visa filing, counseling, office management, education, tour packaging and related services. Always eager to find a challenging position to meet my competencies, capabilities, skills, education and experience. To maintain strong relationships with both customers and colleagues.

**SUMMARY OF QUALIFICATIONS**

* 9+ years of experience in the field of visa counseling, management and filing sector.
* Professional and self-confident in dealing with different clients.
* Excellent interpersonal and communication skills.
* Exceptional success in establishing rapport and trust with customers.
* Creative and resourceful problem solver.
* Proven ability to work self-sufficiently and maintain a positive and enthusiastic attitude.

**Professional Experience**

**ANIGMA INT’L CENTRE,** Ludhiana, India

Senior Executive (Counselor) (April 2012-July 2016)

* Dealing with clients queries regarding various tourist destinations.
* Counseling clients for visitor visas.
* Filing F1and B1B2 applications.
* Establish and maintain strong relationships with existing customers and new customers.
* Help clients define goals, plan action and gain insight
* Work with individuals and groups to satisfy their queries.
* Giving advice to clients about documents for traveling according to checklists.

**GURMUKH TRAVELS**, Ludhiana, India

Senior Counselor-Travels (July 2016-August 2017)

* Dealing in tourists visas of UK, Canada and USA
* Providing complete information to clients about famous places to visit.
* Proper guidance regarding passport applications.
* Maintain record of day to day clients and check register for entries of numbers of customers.
* Looking after the work and training of trainee staff

**WISDOM MIGRATION & IMMIGRATION SERVICES PVT.LTD.** Ludhiana, India

Visa Filing Officer (PR) (November 2018 – April 2019)

* Meeting with potential clients and discuss PR options.
* Calculating CRS scores of the clients.
* Creating GC keys of clients.
* Guiding clients about the process of express entry for Canada.
* Guiding clients and preparing checklists after ITA.
* Helping clients to find NOC codes related to their experience.
* Lodging files for Canada Visitor Visas (Online /Offline)
* Looking after the work and supervise other staff.

**SMART STUDY**, Ludhiana, Punjab, India

Senior Manager (Filing Head + Office Management) (Australia, UK, Canada) (May 2019 – March 2023)

* Preparing all the documents for student visa application
* Oversee day-to-day operations
* Ensure employees work productively and develop professionally
* Oversee recruitment and training of new employees
* Creating Hap Id’s for students.
* UK Student visa Applications & Dependent Applications.
* Taking VFS appointments for UK (Priority/Super Priority)
* Canada student Visa applications.
* Filing of dependent cases (subsequent entrant)
* Guiding students about visa process.
* Importing files in immi portal.
* Handle other team and provide daily tasks.
* Maintain excels of student data.
* Filing visitor visa applications for (Subclass 600), Canada, USA and UK.
* Lodging open work permit applications for Canada

**EDUCATION AND ADDITIONAL ACCOMPLISHMENTS**

* **Bachelor of Science (BSc) in Hospitality Management** from Chandigarh College of Hospitality affiliated to Punjab Technical University, Jalandhar.
* Senior Secondary Education from Punjab School Education Board, Mohali.

**REFERENCES**

* References are available upon request and include past employers, customers and managers.

***LANGUAGE PROFICIENCY***

|  |  |  |
| --- | --- | --- |
| **Language** | **Write** | **Speak** |
| English | √ | √ |
| Hindi | √ | √ |
| Punjabi | √ | √ |

***DECLARATION***

The above mention details are true to be best of my knowledge. I shall be grateful to you if a chance is given to me to serve your esteemed organization under your kind control. I assure you that I will work delinquently to the best of my ability.

(DAMAN PREET SINGH)