**Resume**

**Anchal Sharma**

H.NO 12627, St.no.3.Iqbal Nagar, Ludhiana, Punjab,

Punjab 141007

E-Mail ID: [anchalwalia99@gmail.com](mailto:anchalwalia99@gmail.com), Mobile no.: 9877593494

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| **OBJECTIVE :–** |

To obtain an opportunity to use my skills in an organization where I will be allowed to contribute and which will simulate my further growth and learning. Also to work in an innovative and competitive world. This will help me explore myself fully and realize my potential.

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| **ABOUT MYSELF :–** |

I am very candid in nature and workaholic as well and my approach towards life is very pragmatic. I am sharp learner and firm believer of continuous learning.

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| **EDUCATIONAL QUALIFICATION :–** |

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| **Course** | **School/college** | **Board/**  **University** | **Year** | **Aggregate**  **(%)** |
| B.C.A | DEVI DEVI JAIN COLLEGE FOR WOMEN, LUDHIANA | PU | 2013-2016 | 70 |
| XIIth  In Commerce | JAIN GIRLS SEN. SEC. SCHOOL  LUDHIANA | P.S.E.B (Mohali) | 2012 | 73 |
| Xth | M.D BHATT MEMORIAL SEN. SEC SCHOOL  LUDHIANA | P.S.E.B (Mohali) | 2010 | 63 |

**EXPERIENCE:–**

**From November 2016 to May 2018**

* Working as a **Teacher** in **B.V.S KIDZ SCHOOL**

Responsibilities:

1. I was class Incharge of 9th and I taught Math’s and computers to students up to 9th class.
2. 4. Keep relevant records and assessments of every child for parent’s teacher meeting to provide all the information to parents regarding their child's development.

**From November June, 01 2018 to November, 30 2019**

* Working as a **Visa Filing Coordinator** in **GURMUKH TRAVELS**

Responsibilities:

* Prepare Visitor & Tourist visa filing and visitor visa filing for various destinations USA, CANADA, SCHENEGAN, UNITED KINGDOM, TURKEY, PHILLIPINES, JAPAN, KOREA, KENEYA, TAIWAN, COMBODIA, UGANDA, SINGAPORE, CHINA, DUBAI, MALAYSIA, THAILAND, TANZANIA etc.
* To interact the client after retaining.
* Follow up with the client for case filling documents
* Maintain a healthy co-ordination between customer & various departments of the organization.

**From December, 02, 2019 to March, 2020**

* Working as a **Visa Filing Coordinator** in **Raffles Educity**

Responsibilities:

* Prepare student visa filing for various countries like Canada, Australia, Newzealand and also Prepare Visitor visa and tourist visa Files for multiple countries.
* To interact the client after retaining.
* Follow up with the client for case filling documents
* Maintain a healthy co-ordination between customer & various departments of the organization.

**From November June, 15 2020 to till date**

* Working as a **Visa Filing Coordinator** in **GURMUKH TRAVELS**

Responsibilities:

* Prepare Visitor & Tourist visa filing and visitor visa filing for various destinations Usa, Canada, Schenegan, United Kingdom, Turkey, Phillipines, Japan, Korea, Keneya, Taiwan, Combodia, Uganda, Singapore, China, Dubai, Malaysia, Thailand, Tanzania Etc.
* To interact the client after retaining.
* Follow up with the client for case filling documents
* Maintain a healthy co-ordination between customer & various departments of the organization.

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| **CAPABILITIES :–** |

1. Reliable, confident, leadership and smart working.

2. Ability to be an efficient functional team member with a willingness to take up challenges.

3. Self motivated with good interpersonal and communicated.

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| **HOBBIES :–** |

* Traveling
* Reading
* Making Friends

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| **PERSONAL DETAILS :–** |

Name : Anchal Sharma

Father’s Name : Anil Walia

Date of Birth : 19 APR 1996  
Languages Known : English, Punjabi, and Hindi

Marital Status : Married

Address : H.NO 12627, St.no.3.Iqbal Nagar, Ludhiana, Punjab,

Punjab 141007.

**I hereby, declare that the information furnished above is true to the best of my knowledge.**

**Date :**

**Place : Punjab, India (Anchal walia)**