**Neha Jaswal**

Flat No 31 A, Sunrise Complex,

Zirakpur, Punjab, 140603.

**Mobile: +91-9517972557**

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**CAREER OBJECTIVE**

My objective is to secure a challenging position in any profession by using my knowledge and skills for the better growth of the organization as well as myself.

**PROFESSIONAL SUMMARY**

* Having 10 Years of Work experience involving coordinates with clients, researching, handling team, looking and preparing the documentations of the files.
* Working Knowledge of Ms Office and institutional software.
* Knowledge of language C, C++, Java.

 **ATTRIBUTES/ ABILITIES**

* Excellent interpersonal and communication skills.
* Self- motivated, methodical and process driven.
* A team player, continuous learner and proactive.
* Tenacious, independent and willing to take the initiative.

**STRENGTHS**

* Positive attitude, hardworking and ability to work under pressure.
* Ability to reach goals.
* Leadership quality.

**TECHNICAL SKILL**

* MS-Office (Word, Excel, PowerPoint) and Internet.
* Basic knowledge of Languages like C, C++, Java, DBMS.
* Able to learn and use institutional software systems.

WORK EXPERIENCE

Currently working as Immigration Counsellor at Northern Immigration Consultancy Services

**Designation        : Immigration Counsellor**

**Duration             : Since November 2019**

**Roles & Responsibility**

* Meeting with the clients and prepare them for Interviews.
* Preparation and submit the client’s application to Immigration Authorities.
* Arranging meeting, conference for the Management.
* Interacting with Management for discussion of application and reporting.
* Keeping and organizing documents, records, logs, files data and preparing reports.
* Looking and preparing the documentation of files.
* Keeping and organizing documents records. Logs, files data and preparing reports.
* Creating and updating client data in the software with daily basis.
* Research about the new immigration programs and other Ad hoc work.
* Planning and scheduling of work to meet the deadline.
* Submission of applications and Documents to the consulate.
* Following up with office staff/consulates/VFS for timely processing of work.

Worked as Manager, Case Processing (Backend Operations Head) with M/S CWC Immigrations Solutions.

**Designation        : Manager Case Processing**

**Duration             : From October 2014 to October 2019.**

**Roles & Responsibility**

* Meeting with the clients and prepare them for Immigration Interviews.
* Allotment of application or work to the team.
* Reviewing of applications to be submitted at Immigration Authorities.
* Preparation and submit the client’s application to Canadian Immigration Authorities.
* Arranging meeting, conference for the Management.
* Interacting with Management for discussion of application and reporting.
* Keeping and organizing documents, records, logs, files data and preparing reports.
* Looking and preparing the documentation of files.
* Keeping and organizing documents records. Logs, files data and preparing reports.
* Creating and updating client data in the software with daily basis.
* Research about the new immigration programs and other Ad hoc work.
* Verifying documents with specific program whether the applicant is eligible or not.
* Coordinating with different branches to providing the information regarding status of application.
* Planning and scheduling of work to meet the deadline.
* Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
* Submission of applications and Documents to the consulate.

One year and seven months experience as a Delivery coordinator (Backend Operations) with Pioneer Toyota at Chandigarh (May 2013 to Oct 2014) .

**Designation        : Delivery Coordinator**

**Duration             : From May 2013 to October 2014**

**Roles & Responsibility**

* Looking after billing and delivery of the vehicles.
* Looking after stock.
* Looking after the documentation of new vehicles.
* Prepares delivery reports by collecting, analyzing, and summarizing Data.
* Handling Customer Queries, Stock Verification.
* Support sales staff by providing sales data, and follow the delivery process.
* Assists the sales team, focusing mostly on managing schedules and any sales documentation.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Specialization** | **Board/University** |  **Year** | **Percentage** |
| Master of Business Administration | Operations/Information Technology | Punjab Technical University | 2018 | 61% |
| Bachelor of Computer Applications | Computers | Panjab UniversityChandigarh | 2013 | 70.5% |
| Senior Secondary | Information and Technology | Central Board of School Education | 2010 | 69.8% |
| Secondary | General Studies | Punjab School Education Board, Mohali | 2008 | 64.7% |

 **PERSONAL DETAIL**

Husband’s Name                                       **:**   Mr. Anirudh Kashyap

Date of Birth                                               **:**  06th November 1992

Marital Status                                             **:**   Married

Languages Known                                    **:**   English, Hindi and Punjabi

**DECLARATION**

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

**Place**:   **Zirakpur.**

 **Neha Jaswal**