

Resume

Amit Kumar

Flat no 401, . Maa Bhagwati Residency
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Career Objectives:

Intend to work in a diverse and multicultural environment. Expecting a stable future where I can play diversely within the organization.

Work Experience:

SHAGUL TRAVELS PVT LTD: November 2018 – Oct. 2020

Designation - Assistant Manager (Visa & Holiday Packages)

- 1) *I have handled all type of short terms visa for all countries.*
- 2) *Direct dealing with different embassies for getting visas.*
- 3) *All Domestic & International holidays packages sales (Inside Sales)*
- 4) *Creating itinerary as per customer requirements.*

VFS Global: May 2016 – November 2018

VFS Global is one of the world's largest outsourcing and technology services, specializing in VISA services and partnering with governments and diplomatic missions worldwide. The company manages visa and passport issuance-related administrative and non-judgmental tasks for its client. Providing integrated facilities under single roof.

Designation: - Operation Officer

Roles and responsibilities:

Managing all day to day activities (administrative and functional) conducted at the Visa Application Centre:

- *Document scrutiny & verification for visa processing*
- *Maintaining & Recording all application data*
- *Ensuring all administration & logistics of passports delivery*
- *Maintain & improve level of customer & mission satisfaction by enhancing procedures and continuously innovating methods to increase productivity and cost effectiveness. .*
- *Ensure that the entire process is completed within the mandated Turnaround Time.*
- *Provide assistance to staff when needed and handle applicant/customer escalations.*
- *Manage VAC productivity and VAC security (Physical & data).*

Computer Proficiency:

- *Well versed with MS office package*
- *Internet Browsing*

Educational Qualification:

- *MBA passed from RTU, Kota in 2015.*
- *BBA passed from Rajasthan University in 2013.*
- *12th passed from RBSE in 2009.*
- *10th passed from RBSE in 2007.*

Hobbies:

Out door games, Traveling, and exploring different places.

Personal Strength:

Reluctant to work in a complex and challenging environment, hard working, friendly and disciplined. I am quite expressive, honest and self-motivated.

Personal Data

Father's Name :Mr. Bishan Swaroop

Date of Birth : 01 May 1994

Nationality : Indian

Marital Status : Married

Languages Known : English and Hindi

(Amit Kumar)