

GURJEET KAUR

VISA COUNSELOR

About Me

Dynamic and dedicated Visa Counsellor with 2.5 years of experience providing expert guidance and consultation to individuals seeking various types of visas for international travel and immigration. In-depth knowledge of immigration regulations, visa processing, and international travel policies. Adept at assessing applicants' eligibility, assisting with documentation, and ensuring compliance with the relevant laws. Skilled in providing tailored advice for both short-term and long-term visa applications while maintaining excellent customer service standards.

Contact

 97816-71500

 kaurgurjeet264@gmail.com

 Hm 31 , Phase2 Mohali

Language

- English
- Hindi
- Punjabi

Education

(2022 -2024)

PUNJABI UNIVERSITY

Bachelor of Education

(2017 -2019)

CHANDIGARH UNIVERSITY

Master of Commerce

(2014 -2017)

PUNJAB TECHNICAL UNIVERSITY

Bachelor of Commerce

Experience

(July 2022 -Dec 2023)

OVERSEAS VISA COUNSELOR

Globedwise

- Provide expert guidance to clients on visa requirements, application processes, and eligibility criteria for countries.
- Helped applicants to fill up visa application.
- Assist in preparing and submitting visa applications for different categories, including [Student visa, Tourist visa], ensuring all required forms and evidence are accurately completed.
- Provide training to new and fresh employees.
- Able to handle emergency cases and conflict cases.
- Communicated with applicants through phone calls, emails and in person.
- Attended online Webinars and events of universities.

Skills

- Client Consultation & Counseling
- Application Review & Assessment
- Customer Service & Relationship Management
- Knowledge of Various Visa Types (e.g., Tourist, Student, Business)
- Problem Solving
- Immigration Laws & Policies



(April 2024 - Feb 2025)

SENIOR VISA COUNSELOR

Legal Voyage Immigration Consultants

- Helped applicants to fill up visa application.
- Guided and described applicants about the whole procedure of abroad visa process.
- Provide training to new and fresh employees.
- Able to handle emergency cases and conflict cases.
- Stay up to date with the latest immigration laws, visa regulations, and country-specific travel requirements.
- Develop and maintain relationships with consulates, embassies, and travel agencies to streamline the visa processing experience for clients.
- Organize and maintain a systematic database of visa applications and client records for easy retrieval and future reference.
- Creating fliers and videos ads for company promotions.