** HARDEEP KAUR**

**Address:**VPO Sudhar, Patti dhaliwal

Dist Ludhiana, Tehsil Raikot

**Phone:** +91-9872590630

**Email:**hardeepmehay3@gmail.com

|  |  |
| --- | --- |
| **OBJECTIVE** | To work effectively and efficiently for a reputed organization where the full capitalization of my talent and potential can be realized. I aim to fully utilize my capabilities in team work and on individual front while significantly making contribution towards the growth of organization. |

|  |  |
| --- | --- |
| **WORKEXPERIENCE**  **7 years** | **COMPANY NAME JOINING DATE- LEAVEING DATE**  **VISION GROUP (Immigration company) 06/07/2013 – till date**  Responsibilities as **OPERATION HEAD**   * Responsible to process all cases on same day if documents are complete. If incomplete then within 48 hours of enrollment case should be processed. * AIP update to companies, defer process and online registration of student * Offer letter status, payment status of offer letter. * visa update to company from whom it was applied * Responsible to process all refund within 48 hours. * Update on colleges, universities, newsletter, and visa process to team through email. * Arrange webinar and training session for team. * Follow up with team regarding everyday work. * Resolve client issues * Daily basis discussion, reporting 2 times a day from team. * Handling 6 team members * Managing the operation work * Supervise activities of all staff; provide clear direction and establish effective feedback systems to and from team members. * Create an environment conducive to teamwork by fostering team problem-solving and decision-making processes. |

|  |  |
| --- | --- |
| **EDUCATION** | **Examination/ Degree University/Board Year of Passing %Age** 10TH PSEB 2005 59%  12TH PSEB 2007 55%  B. A. PU 2011 52% |
| **PROFESSIONAL QUALIFICATION** | **Course University/Institute Year of Passing %Age**  Diploma of computer application GURMAT BHAWAN 2009 A+  M.B.A PTU 2013 75% |

|  |  |
| --- | --- |
| **SPECIALISATION** | MAJOR – HR  MINOR- FINANCE |
| **ACHIEVEMENT** | * Went to Delhi, Shimla and Moga for business meetings and seminars. * Promotion: - I promote Operation executive to Sr. operation executive and Now I am promoted as Operation head * Salary increment every Six month due to good performance and good behaviour. |
| **HOBBIES AND INTEREST** | * Listening to Music. * Talk with elders. * Play with children |

|  |  |
| --- | --- |
| **PERSONAL STRENGTH** | * Dedication Leadership quality * Dedication Goal oriented * Effective communication skills * Efficient Management skills * Good convincing power * Team player & team leader * Good interpersonal skills * Problem solving skills * Can work under pressure |
| **PERSONAL DETAILS** | Name HardeepKaur  Date of Birth 24-10-1989  Father’s Name S. Mohan Singh  Mother Name PritamKaur  Marital Status Married  Gender Female  Nationality Indian  Linguistic English, Hindi, Punjabi |

|  |  |
| --- | --- |
| **SELF APPRAISAL** | I am confident of my abilities and full of enterprise and initiative. I am Responsible, can work for hours and love to work in a team. I have a positive attitude towards work and life. |

**HARDEEP KAUR**