

TANYA RAWAT

CONTACT

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WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/tanya-rawat-322375146>

SKILLS

- Communication Skills
- Customer Service
- Adaptability
- Problem Solving
- Team work
- Work Ethic
- Organizational Skills

LANGUAGES

English:

Professional Working

Hindi:

Full Professional

PROFESSIONAL SUMMARY

Experienced Visa officer professional with one year experience in Singapore Visa. Knowledge of Singapore Visa to issued Singapore visa for customers who want to travel Singapore for any purpose I can deal in Singapore visa other than that I am a customer service intern also.

WORK HISTORY

Singapore Visa Officer, 11/2018 to 01/2020

Skyline Visa

- To issue Singapore Visa for clients according to their needs.
- To get printouts and arrange them with the invoices.
- To receive calls and mails from clients.
- To scan passports.
- To correct size of photos and attach them with Visa.
- To stamp Visa on Passports
- Utilized advanced technology tools to efficiently manage and track the progress of numerous applications simultaneously.
- Implemented process improvements that increased team productivity, resulting in shorter wait times for visa applicants.

CUSTOMER SERVICE Intern, 09/2015 to 01/2016

Sotc holidays

- To call the clients and invite them to attend the Event organized by the company.
- To make list of clients who will be attending the Event.
- To convince the clients so that they can book their favourite Destination.

EDUCATION

Bachelor of Arts , 08/2015

Delhi university

diploma in Travel and Tourism, 07/2015

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