

Name - Repal Solanki
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OBJECTIVE :	
To be potential resource to the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never ending dedication to maintain the spectrum of integrity, honesty and character.	

EMPLOYMENT HISTORY:	
Organization : Smartmove2UK Web Address : www.smartmove2uk.com Period : July 2017 to November 2017 Designation : Visa Documentation Executive Department : Immigration Department Location : Andheri East Responsibilities: ▪ Responsible for processing client files for UK visa submission ▪ Ensure completion of all the relevant UK visas and immigration documents and responsible for timely submissions ▪ Process client instruction and respond to client queries on visa application forms and document checklists ▪ Preparing drafts in support of Visa application for clients ▪ Preparing full report in regards to consultation taken place with the client on 1-on-1 basis or by other means of communication ▪ Resolving Client queries on documentation and application forms ▪ Maintaining Client file as per office policy ▪ Ensuring timely reverts and regular follow ups to clients on emails, phone calls, 1-on-1 interactions ▪ Coordinating with team members	

EMPLOYMENT HISTORY:	
Organization : HERE Solutions India Pvt. Ltd. Web Address : www.here.com Period : February 2015 to April 2016. Designation : GIS Analyst I Department : Production Department Location : Andheri Seepz Responsibilities: ▪ Manual coding ▪ In Dept knowledge of Project ▪ Participated in Know your Project ▪ Perform Quality Check and Quality assurance ▪ Provide training to New hires ▪ Also manage Daily improvement using MPI, Gearing ratio, Production support ,Quality percent and Pareto chart ▪ Working on Software like Atlas and Arc GIS. ▪ Coordinating with team and helping other teams.	

EMPLOYMENT HISTORY:	
Organization : Datamatics Global Services Ltd. Web Address : www.datamatics.com Period : November 2012 to November 2013. Designation : Trainee Department : Finance & Accounts Location : Andheri Responsibilities: ▪ Proactively communicating with team and working for US clients. ▪ Work based on Electronic Tax Filling of United states. ▪ Working on Software like Pro-system and XML. ▪ Electronic testing of forms of US Taxation. ▪ Finding Errors and bugs in the forms. ▪ Doing tax Calculation using LIFO and FIFO method. ▪ Coordinating with team and helping other teams.	

SKILL SET	
▪ Ability to work with various departments and foster teamwork. ▪ Converting innovative ideas to design. ▪ Strong Communication.	

EDUCATIONAL DETAIL	
▪ BAF 2011 -12 75% with Distinction from Viva College of Science and Commerce. ▪ HSC 2008- 09 71% with 1st Class from K.K shah Jr. College of Commerce,Vasai. ▪ SSC 2006-07 70% with 1st Class from Holy paradise English High school, Vasai.	

COMPUTER SKILLS	
▪ Tally ERP 9.0 ▪ Microsoft Word ▪ Microsoft Excel ▪ Microsoft Power Point	

LANGUAGES KNOWN			
Languages	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✕
Gujarati	✓	✕	✓

PERSONAL DETAIL	
Nationality	: Indian
Date of Birth	: 22nd June 1991
Gender	: Female
Present Address	: D/202, Hari om nagar (2),Meena nagar, near Greater Bombay Bank, Vasai West.
Contact No.	: 8390363396
Marital Status	: Married
Father's Name	: Girish Solanki
Mother's Name	: Aruna Solanki
Hobbies	: Photography, Reading Books, traveling