

GEETA RAJE

Travel Counselor

PROFILE

Experienced visa counselor with over 10 Years of experience in Travel Industry. Excellent reputation of resolving problems and improving customer satisfaction

CONTACT

PHONE:
9096081619

EMAIL:
geetaraje@gmail.com

LANGUAGES

Hindi
English
Marathi

Date of Birth

19th Nov 1970

EDUCATION

B.A Sanskrit
Delhi University

WORK EXPERIENCE

Sep 2021 - Advisor (Canada Education)

Current Canam Consultant

1. Evaluation of profile: Will first understand the student's profile and then provide them with the best program possibilities and other suitable careers.
2. Selecting the university: Will help the students find the best university with worldwide recognition and excellent education. Will help a student take a final decision about the university
3. Admission Processing: help students fill their admission forms and prepare financial documents
4. Documents: requirement of the shortlisted documents. Will help the students assemble each document beforehand and take care of the financial aid process, considering every aspect of the students.
5. Education Loans: will convey all the information regarding education loans and help get loans and financial aid
6. Statement of Purpose Preparation: will help students prepare an excellent, honest, appealing SOP. Aware of the actual career goal behind your decision about studying abroad and understand the scope of your study area.
7. Process after getting accepted: Once the university enrolls or sends an acceptance letter to the student, the experts will still provide the Assistance needed like accommodation, lifestyle and managing finance, etc.

Dream Visas - Visa Counselor

Nov 2019–Present

- Keeping up-to-date with alterations to immigration laws.
- Meeting with prospective and extant clients to gauge which services they require.
- Providing clients with all pertinent documentation.
- Assisting clients with the completion of paperwork, and ensuring that this is submitted on time.
- Verifying the authenticity of paperwork and supporting documents.
- Assuring that clients get post landing services
- Guide client throughout the process of PR
- To counsel clients about student visa process & requirements of Australia & Canada

- Explain students about colleges and different courses with embassy fee structure
- Convince and retain the customer in an effective manner.
- Provide the career counselling to the students in different fields.
- To maintain proper records for all the meetings with the students.
- To follow up the clients for enrollments.
- Case filing for the Canada PR, Student Visa, Spouse Visa (Dependent), TRV Visa, Work Permit

International Travel House Senior Travel Counselor

Nov 2015-Oct 2019

- Understanding clients' travel requirements and asking relevant questions to gather as much information as possible.
- Outlining all options regarding possible destinations, flights and exchange rates, as well as discussing issues like safety and immunization with clients.
- Meticulously capturing all client information into databases.
- Booking flights as per client specifications.
- Ensuring clients are provided with an itinerary and schedule where required.
- Answering all clients' questions and addressing complaints as soon as possible.
- Reporting to the Travel Manager.
- Keeping all client information strictly confidential.
- Providing friendly service and building professional relationships with clients.

Girikand Pvt LTD Team leader

Apr 2004-Oct 2015

- Create an inspiring team environment with an open communication culture
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members
- Understand the issue of the team and client and take decisions to solve them
- Booking flights as per client specifications.
- Ensuring clients are provided with an itinerary and schedule where required.
- Answering all clients' questions and addressing complaints as soon as possible.

SKILLS

- MS - Office
- Team work
- Positive attitude
- Documentation
- Coordination
- Customer Service
- Leadership Skills
- Responsible
- Supervision

TECHNICAL SKILLS

- Galileo
- Amadeus