



AMRIT KAUR

International student recruitment officer



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<https://www.linkedin.com/feed/>

EDUCATION

Bachelor of Commerce
(B.COM)

Guru Nanak Dev University,
Jalandhar, India
April 2013

Senior Secondary
**Punjab School Education
Board,** Jalandhar
March 2012

Post Graduation, Business
Management
**Hans Raj Mahila Maha
Vidyalaya,** Jalandhar, India
April 2014

PERSONAL DETAILS

Date of Birth: 27/09/1991
Marital Status: Married
Gender: Female

LANGUAGES

PROFESSIONAL SUMMARY

With the experience of over 10 years in education industry, I intend to utilize my experiences to make a positive contribution to the organization. As a Service-focused Visa Counselor I deliver on promises of accurate, timely support for Canada study visa aspirants seeking international admission and visa assistance. I am committed to empowering students to achieve their full potential by providing personalized support and resources, while collaborating with faculty and staff to promote a holistic approach to education industry.

EMPLOYMENT HISTORY

May 2022 - Current

IDP Education Pvt. Ltd. - Canada Visa Consultant

- Oversee all aspects of the Canada visa process, including student counseling and application handling.
- Conduct client interviews and manage applications in person and via post to determine eligibility and suitability.
- Ensure timely completion and submission of all visa and immigration documents as per government requirements.
- Maintain accuracy and integrity in preparing, reviewing, and verifying legal documentation.
- Provide clients, colleagues, and authorities with timely fee quotes and information.
- Maintain strong client and colleague relationships through professional conduct and support.
- Stay updated on immigration laws and guide clients through visa and documentation procedures.
- Collaborated in the **shooting, editing, and scripting of promotional and informational videos** for internal and social media platforms.
- Handled **IDP social media engagement**, contributing content and promotional campaigns to improve outreach and student awareness.
- Took full responsibility for **video editing, scriptwriting, and event coverage** for IDP student activities and internal projects.

August 2017 - May 2022

Riya Tour & Travels Pvt. Ltd. - Sr.Visa Consultant

- Company Overview: (Sr.Visa Consultant)
- Oversaw all aspects of the visa process and student counseling, specializing in Canada.
- Maintained strong working relationships with clients, colleagues, and partner institutions.

English

Bilingual or Proficient (C2)

Hindi

Bilingual or Proficient (C2)

Punjabi

Bilingual or Proficient (C2)

- Conducted detailed interviews and evaluated visa applications face-to-face and through correspondence to ensure client suitability.
- Ensured timely and accurate completion of all immigration-related documentation in compliance with legal requirements.
- Provided clear and accurate legal and visa-related guidance, while preparing relevant documentation and fee quotes.
- Took complete ownership of **B2B product handling**, acting as the **Senior Counselor for institutional tie-ups and partner channels**.
- Managed communication and coordination with channel partners and sub-agents to maximize business growth and conversions.
- Trained junior staff and HR personnel on immigration procedures and policies to enhance team capabilities.
- Remained up to date with evolving immigration laws to maintain compliance and provide the most accurate advice.

December 2015 - June 2017

Kangaroo Studies Pvt. Ltd. - Education Counsellor

- Company Overview: (Education Counsellor)
- Comprehensive knowledge of the prevailing education systems
- Adept in providing education counseling services to students and parents
- Thorough knowledge of the current career opportunities and related courses
- Proficient in written and verbal communication skills
- Ability to empathize with students problems, and resolve them
- Acting as a successful link between students and various industrial organizations
- Provide guidance and information on application requirements
- Review and check applications and supporting documents
- Examining and evaluating the academic progress of students
- Audit on-line applications for accuracy and completeness
- Communicate with applicants telephonically and in person
- Conducting parents' talks in order to give them the idea of their child's growth
- Conducting the interviews regarding VISA through telephone.
- Respond to requests for information and statistics
- Maintain complete activity logs and prepare reports
- (Education Counsellor)

February 2015 - December 2015

St. George Convent School - Administrative Assistant

- Company Overview: (Administrative Assistant)
 - Maintained documentation to support school accreditation, licensure and quality assurance
 - Assisted with the comprehensive outcomes management system procedure and reports by entering, organizing and maintaining data
 - Supported the budget process through preparation of purchase requisitions, placing orders and budget tracking
 - Managed the applicant referral process and waiting list
 - Provided direct support for the Director of School Operations, such as correspondence, scheduling, ordering and clerical duties.
 - (Administrative Assistant)
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SKILLS

Visa application expertise

Multitasking Abilities

Decision-making capacity

Organization and administration

Sales and marketing

Visa application expertise

Client counseling

Problem-solving abilities

Strong communication skills

Interviewing techniques

Excellent customer service

CERTIFICATIONS

June 2025

IDP Certified Canada Counselor

INTERESTS

Reading

Travelling

Photography

Driving

ACCOMPLISHMENTS

- Taught Students and prepared Students for an interview.
- Active Volunteer for personality development sessions.
- Presently Fun Squad members.