

Jagroop Singh

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Professional Summary

Self-motivate assistant manager with more than 11 years of experience in service sector, passionate to start a career in immigration. With experience in visitor visas, work permit, permanent residency, visitor extension applications with 100% approval rate, I am enthusiastic to be a permanent part of an immigration firm to grow with the organization.

Skills

Permanent Residency Applications
Customer Service

Visitor Visa Applications
Administrative

Work Permit Applications
Communication Skills

Work Experience

Volunteer Immigration Advisor | Volunteer Personal Advisory | July 2018 till Present

Duties and responsibilities handled:

- Applied Home Child Care Provider Pilot Program permanent residency in March 2021 and was successfully approved in May 2023.
- Applied work permit for my wife in May 2018, and was approved in August 2018.
- Applied paper-based visitor visa in February 2019 and online visitor visa in January 2022 for myself, and both were approved.
- Applied visitor extension in March 2023 for myself and was approved in a month.
- Provided guidance to friends for visitor visas and applications from 2018 till present.
- Completing required applications forms, preparing letters, documentation, filing, responding to IRCC's queries, applying Police Certificates from different countries, liaising with educational organizations like WES, ICAS, universities, and related works.

Assistant Operations Manager | Kang Logistics Pte. Ltd. | Singapore | July 2013 to October 2022

Duties and responsibilities handled:

- Handling daily operations of trucking including planning, deployment, supervision, preparing reports etc. to ensure efficient utilization of resources.
- Handled warehouse team for safety checks of warehouse and workers ensuring safe and efficient operations.
- In charge of company's Biz Safe 3 (safety certification in Singapore).

Education:

Punjab Technical University | Punjab, INDIA

Bachelor of Technology in Mechanical Engineering | Duration: 4 years | May 2006 to May 2010.