

## HITESH CHAUHAN : Relationship Manager | Service Coordinator | Business Consultant

### EMPLOYMENT HISTORY BRIEF

#### Harold Premium lights

06/2022 – till date

#### **Project – II Working as a Lighting consultant.**

- Engaging and interacting with Clients who are looking home décor solutions
- Doing architect projects. Working along with architects for complete lighting solutions.
- Working with interior designers for commercial and residential projects.
- Managing & engaging with clients on Companies social media Accounts like Instagram, Facebook & website and mobile application etc.
- Analyze statistics and compile accurate reports
- Improve customer service experience, create engaged customers and facilitate organic growth
- Take ownership of customer's issues and follow problems through to resolution
- Set a clear mission and deploy strategies focused towards that mission
- Develop service procedures, policies and standards
- Keep accurate records and document customer service actions and discussions
- Analyze statistics and compile accurate reports
- Keep ahead of industry's developments and apply best practices to areas of improvement
- Maintain an orderly workflow according to priorities
- Listing companies products & services on E commerce platforms such as amazon, flipkart.

02/2018–12/2021

#### Visas Wizard Immigration Consultants

Visas Wizard is a consultation firm in immigration it gives advisory for aspirants who wish to migrate to abroad countries.

- Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- Interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
- Oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
- Ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
- Prepare all fee quotes and any information required by clients, colleagues or authorities.
- Maintain strong working relationships with all clients and colleagues.
- Coordination with Case manager when required to ensure quality of services.
- Taking full responsibility for all Immigration issues and operations, remaining up to date

with any changes to legislation.

### Country Wide Visas Immigration Consultants

04/2016– 12/2017

Countrywide Visas is a consultation firm in immigration it gives advisory for aspirants who wish to migrate to abroad countries.

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- Taking full responsibility of all Immigration issues and operations.

## PERSONAL STATEMENT

I have always tried to excel and actively learn at any job. I'm open to challenging roles, that help me gain new skills and I believe in returning that twofold to my employer. I'm flexible with my roles and industries.

## EDUCATION

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Bachelors in Arts and Humanities (University of Delhi).

2013- 2015,

HSC (12th Grade) CBSE,  
India, 2008-2010

SSC (10th Grade) CBSE,

India, 2007 - 2008

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