

MUHAMMAD SULEMAN BUTT

PERSONAL INFORMATION

Father Name: Saleem Pervez
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E-mail: Sulemanbutt341@gmail.com
Nationality: Pakistani
Date of Birth: 24-04-1997
Postal Address: House # NE 1217 Ghousia Street, Dhoke Farman Ali, Rawalpindi, Pakistan.

EDUCATION

Degree/Certificate	Session	University/Board	Grade /CGPA
MSc Mechanical Design Engineering	02/09/2019-01/10/2021	University of Engineering and Technology Lahore	3.28/4.00
BS Mechanical Engineering	02/09/2015-01/6/2019	International Islamic University Islamabad	3.18/4.00
HSSC	04/09/2013-02/07/2015	BISE Federal	1 st Division
SSC	16/03/2011-24/03/2013	BISE Rawalpindi	1 st Division

EXPERIENCE:

Worked as a “**Admission Officer**” at **Times Consultant Pvt limited** from 01-02-2022 to 30-12-2022.

- Have grip on UK, Australia, Canada and USA student visa process and have done successful number of cases of these countries.
- Have knowledge of UK, Canada and USA university groups like Russel group, Navitas group, QA group, Oxford, INTO, Shorelight group etc.
- Attending Clients and making calls on leads and giving information about UK, Australia, Canada, USA and other country Student Visa process.
- Guiding students about required application documents for admission process.
- Help students to find their desire course and university.
- Checking university portal and student portal for updates and
- Guiding students about UK bank statement, required documents for CAS and visa application.
- Guiding students about Australia GTE documents and visa application documents and helps the student to make their GTE documentations.
- Guide student about Canada SDS visa application and help them to complete their visa application documents.

EXPERIENCE:

Worked as a “**Education Counsellor**” at **BICAS Consultancy UK limited** from 03-01-2023 to 20-08-2023.

- Have grip on UK, Australia, Canada and USA student visa process and have done successful number of cases of these countries.
- Have knowledge of UK, Canada and USA university groups like Russell group, Navitas group, QA group, Oxford, INTO, Shorelight group etc.
- Attending Clients and making calls on leads and giving information about UK, Australia, Canada, USA and other country Student Visa process.
- Guiding students about required application documents for admission process.
- Help students to find their desired course and university.
- Checking university portal and student portal for updates and
- Guiding students about UK bank statement, required documents for CAS and visa application.
- Guiding students about Australia GTE documents and visa application documents and helps the student to make their GTE documentations.
- Guide student about Canada SDS visa application and help them to complete their visa application documents.

EXPERIENCE:

Worked as a “**Education Counsellor**” at **Paragon Overseas Education Pvt Ltd** from 23-08-2023 to 31/05/2024.

- Possess extensive knowledge of the student visa processes for the UK, Australia, Canada, and the USA, with a track record of successfully handling numerous cases for these countries.
- Well-versed in various university groups in the UK, Canada, and the USA, including the Russell Group, Navitas Group, QA Group, Oxford, INTO, Shorelight Group, and others.
- Responsible for attending to clients, making calls on leads, and providing information about the student visa process for the UK, Australia, Canada, the USA, and other countries.
- Guide students through the admission process by advising them on the required application documents.
- Assist students in finding their desired courses and universities.
- Regularly check university and student portals for updates and notifications.
- Provide guidance to students on the required UK bank statements, necessary documents for Confirmation of Acceptance for Studies (CAS), and the visa application process.
- Advise students on the necessary Genuine Temporary Entrant (GTE) documents for Australia and assist them in preparing their GTE documentation.
- Offer guidance on the Canada Student Direct Stream (SDS) visa application and support students in completing their visa application documents.

LANGUAGE PROFICIENCY

- Can Speak English and Proficient in Writing.
- Excellent Communication Skills in Urdu, English.

REFERENCES

- References will be provided on demand.