Jisha

[Jisha.245387@2freemail.com](mailto:Jisha.245387@2freemail.com) 

Seeking a challenging position with opportunities for Career Development & Administration



WORK HISTORY

11.2014- PRESENT CanApprove consultancy services pvt ltd.

**Immigration Co-ordinator**

Job Profile

* Provide consultation services to address potential clients’ interest in Visas, including establishing suitability of the candidate’s visa. Consultation will mainly be by email, telephone and face-to-face meetings.
* Present and market immigration services to current and potential clients.
* Establish and maintain current client and potential client relationships.
* Identify and resolve client concerns.
* Provide regular follow up on enquiries received.
* Pro-actively monitoring changes to various Immigration regulations.
* Any other relevant duty as assigned by the Manager to assist with the smooth running of the Company

06. 2013 -05.2014 MOUNT ZION OF ENGINEERING,KADAMANITTA,PATHANAMTHITTA

Lecturer

Job Profile

* Evaluate, monitor and mentor student academic progress
* Supervise and support teaching assistants
* Participate in departmental and college activities.
* Serve and support functional activities of departmental committees.
* Assess, review and evaluate student activities and progress.
* Assist and support senior professors in their day-to-day tasks and functions.

QUALIFICATION



**MBA in Human Resource Management**

Pursuing, Bharatiyar University, Coimbatore

**Bachelor of Technology in Electronics & Communication Engineering**

MG University, Kerala

**Higher Secondary** 12th

ISC,India

**Senior Secondary** 10th

ICSE,India

STRENGTHS& SKILLS



* Excellent command of spoken and written English
* Good command of spoken mandarin
* Demonstrates professional, proactive and mature demeanor
* Team player
* Strong people relationship
* A friendly personality
* Independent and Patient
* Comfortable with prospecting on calls
* Sales focused, result-orientated and ability to generate ideas.
* Fast learner, Quick adaptability to changing work environments.
* Ability and willingness to acquire knowledge about newer technologies.
* Confident and Hardworking with an ability to take up challenges.
* Proficiency in MS Office

CO-CURRICULAR ACTIVITIES



* Performed in Power Vision channel as Anchor for the programme ‘PUTHIYA NAKSHATRAM’
* President of Y’s lings International club of District XI for the year 2015-16
* Compered for church and club programmes
* Participated in music and dance competitions

PERSONAL VITAE



Nationality : Indian

Date of Birth : 26/11/1990

Marital Status : Single

Hobbies : Reading, Listening Music, Cooking

Interests : Anchoring, Modeling Singing, Dancing

Languages known : English, Malayalam

I hereby declare that all the above information given by me is true to the best of my knowledge and belief.