****

 **Divya**

**Divya.368745@2freemail.com**

Profile

Experienced, high energy professional! Absolutely thrives in complex and challenging environments! Skilled in Immigration, Overseas education and executive management.

Upbeat and positive team leader! Excellent track record and ability to mentor and motivate! build and maintain solid client relationships, and secure exclusive partnerships.

Possess a post graduation in Law of Taxation, Superb communication skills which are vital when meeting and interviewing clients to establish firm's suitability to provide the necessary advice and services.

Key Skills

* International Contract negotiations
* Immigration Law - Australia
* Immigration Law- Canada
* Overseas Education Consultation
* International Education Rules
* Statutory obligations
* Student visa documentation
* legal compliance
* Business Development
* Immigration Legal Consultation
* Mediation and problem solving skills.
* Organized and directed weekly leadership councils to coordinate immigration activities

Academic Qualifications

LLB Bachelor of Law from Law college ,Kochi, India 2000-2004

Post-Graduation in Law of Taxation from Law College, Calicut 2005-2007

Professional Experience

**Manager-operations** 2015-2017

**Carreo International.-Overseas Educational consultancy**

As an Operations manager, plan, direct and coordinate the operations of organization and Legal Compliance. Also responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

* Coordinate, manage and monitor the workings of various departments in the organization.
* Responsible to obtain direct tie up from International Education groups.
* Primary contact for the company to deal with all international delegates in NZ, Canada, Australia, Singapore, Switzerland, Czech Republic etc.
* Liase with International Universities (Globally) & Agents
* Vast experience of handling Overseas Education for Australia, New Zealand, UK, Canada, Ireland & other countries
* Monitor the counselling of the Student Relation Managers.
* Quality Control Management.
* Set up sales plan in order to achieve sales target required by the company.
* Support, motivate team members to achieve individual and team target.
* Supervise daily work of the members and ensure customer satisfaction.
* Build up good relationship with students and their families.
* Work closely with other job functions in the company to improve overall services Level.
* The job also involves significant reading and on-line research
* Education Counseling.
* Handling all walk- ins
* Converting all calls to potential business.
* Exploring and gathering useful information that has the potential to impact students and careers.
* Creating marketing tools such as mailers, newsletters, online posts that can inform and encourage students and parents to contact.
* Call and maintain a database of present and prospective student base.
* Administer day-to-day organization of the enterprise
* Prepare presentations along with the mentor.
* Develop a feedback system with students and parents.
* Periodically update the website content and explore digital marketing tools

**Divisional Manager** 2014- 2015

**Can Approve-Canada Based Immigration Consultancy.**

As a Divisional Manager, manages all employees of the department and responsible for leadership, performance management and hiring of the employees within its department.

* Works with division manager to develop financial plans for the division
* Guides in recruiting, training, and developing a highly motivated and effective team of branch operations managers and in providing the equivalent for branch operations manager.
* Works with division manager in setting operational legal compliances.
* Thorough knowledge of documentation & submission of visa documents.
* Knowledge of visa documentation
* Guiding the enquirer on visa requirements.
* Knowledge of maintaining documents and files.
* Updating for the same to the client.
* Coordination with the clients and follow up, if required.
* Experience in Visa documentation
* Participate in preparation of various immigration visas
* Conduct basic immigration legal research.
* Respond to client questions regarding immigration case status.
* Maintain and update immigration docketing system to monitor response dates for Office Actions, filings, fees and payments.
* Supervise and train junior immigration Preparation Professionals.
* Provides guidance, leadership and coaching to branch operations managers.
* Communicates changes in regulations, bank policy, and procedures.
* Coordinates performance appraisals, promotions and terminations within operations job functions.
* Manages division utility teller staff when established.
* Responsible for division-wide branch audits; facilities management of security issues.
* Conducts meetings, at least monthly, with the branch operations managers.
* Responsible for staff planning and coordination of the same for weekdays, Saturdays and special events.

**LSG –infopark,Kochi** 2011-2014

**Legal Analyst**

As a legal analyst, reporting directly to the firm's General Counsel, will work closely with the team of lawyers and compliance professionals to draft and proofread documents, review contracts, and ensure compliance with the firm's legal policies, procedures, and internal controls.

**Asst. Manager (Legal & HR)**  2009 - 2010

**Synergy One**

Worked with synergy One (Marketing wing of Pearls infra structure projects Ltd) as Manager- Legal & HR. Pearls, Pune Based Company mainly deals with real estate.

Preparation of Legal opinion, all kind of agreements, includes construction agreements, sale agreements, sale deeds and handling all legal matters related to real estate.

* Manages the activities of the legal staff
* Assists upper management in providing legal advice and counsel on handling litigation and other legal matters involving the company.
* Assists in developing and modifying policies and procedures to conform to legal requirements.
* Drafts, reviews, or revises various company documents.
* Participates in complex legal projects.
* Have handled Project related Contracts.
* Vetting of RFP (Request for Proposal),
* Drafting deed of Sale, Power of Attorneys, Mortgage and Release deeds.
* Agreements with Banks and Financial Institutions. Bank Guarantees, Corporate Guarantees.
* Drafting Legal Notices and giving Legal Opinions - MOU / Business Partnership Agreement / Joint Venture Agreements, Confidentiality and Non-Disclosure Agreement, Non-Circumvention Agreement.
* Advises management on legal issues and provide resolutions.
* Takes steps for getting Project Approval from various Banks
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results
* Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances
* Contributes to team effort by accomplishing related results as needed.
* Tracking Budget Expenses, Staffing, Quality Management, Managing Processes, Organization, Coaching, Communication Processes, Disciplining Employees, Motivating Others, Promoting Process Improvement, Reporting Skills

 **Lecturer in Law** 2009-2010

 **The Central Law College, Salem.**

* Evaluate and grade students' class work, assignments, papers, and oral presentations
* Compile, administer, and grade examinations, or assign this work to others.
* Prepare and deliver lectures to law graduate students on topics such as civil procedure, contracts, and Taxation Law.

**Assistant (Legal & HR)Manager**  2007- 2009

**Holy Faith Builders**

Assisting and advising upper management in high value complex cases. Also in charge of preparing and drafting legal documents, such as wills, deeds, patent applications, mortgages, leases, and contracts,MOUs,sale agreements and sale deeds.

Duties:

* Drafting & negotiating all legal documents for a range of UK & international clients.
* Advising clients on commercial contracts and agreements, company law and corporate compliance.
* Attending and representing clients at Magistrates and County Courts.
* Planning and organising workloads in order to meet business priorities.
* Managing the commercial and intellectual property aspects in due diligence.
* Settling disputes and supervising any agreements.
* Interpreting laws, rulings and regulations.
* Drafting, reviewing and negotiating contracts with third party suppliers.
* Educating and advising internal departments around legal requirements.
* Presenting and summarizing cases to judges and juries.