

# AATHIRA T ANIL

SR BUSINESS IMMIGRATION ANALYST

## OBJECTIVE

My objective is to establish a lasting career and make the most of my abilities to contribute to the success of the company, thereby improving my professional skills. I recognize the value of collaboration and teamwork in achieving organizational goals. I am eager to work alongside talented individuals and contribute to a positive and productive work environment.

## WORK EXPERIENCE

### Sr Business Immigration Analyst

*Fragomen Immigration Service India Pvt LTD | NOV 2022 - JAN 2024*

- Good understanding of Immigration process both Immigrant Visa & Non-Immigrant Visa for USA.
- Delivers highest quality client services.
- Uses communication skills to influence and achieve objectives.
- Strong listening skills.
- Good team player with leadership qualities
- Consistent performer and self-learner. Good at basic Microsoft tools

### Business Immigration Analyst

*Fragomen Immigration Service India Pvt LTD | Jan 2020 - OCT 2022*

- Work together with immigration lawyers, legal assistants, and other professionals to provide support to clients in meeting their immigration needs. Updated CRM.
- Effectively handling and organizing client records and case files of US Clients according to the specified criteria.
- Each case is meticulously filled and processed according to the client details with utmost care and providing regular detailed reports to both management and clients, keeping them updated on the status of each case.



## CONTACT ME AT



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Al Hamriya, Bur Dubai

## SKILLS SUMMARY

- Leadership
- Team Coordination
- Employee Training
- Teamwork
- Immigration Case Processing
- Customer Relationship Management
- Time Management
- Interpersonal Skills
- Problem Solving
- Customer satisfaction
- MS Office
- Interpersonal Communication

## Technical Consultant

*Sutherland Global Services | AUG 2013 – NOV 2015*

- Handled international customers.
- Diagnosed technical issues, provided the necessary support to fix the problem.
- Resolved installation and configuration issues related to antivirus software application by providing remote assistance.
- Worked together with other Technical Support Specialists to find solutions to more complex issues.
- Documented handled chats and updated CRM.

## EDUCATIONAL HISTORY

### Kerala University

*M.Sc in Computer Science | 2015 – 2018*

- Completed with 70% (first class) from SN College, Cherthala.

### MG University

*Bachelor of Computer Application | 2010-2013*

- Completed with 76% (first class) from SRBS Gujarati College, Mattancherry

## COMMUNICATION

- Trained the newbies of West Central teams about the Non-immigrant visa processes

## LEADERSHIP

- Being the Senior Analyst coordinated and led the module or subdivision of the team.

## ACHIEVEMENTS

- The top trainer at Fragomen Immigration Service India (P) LTD. in the first quarter of 2023.
- The top performer at Fragomen Immigration Service India (P) LTD. in the first quarter of 2023.