

## **CURRICULUM VITAE**

### **Sunita Deepak Kokal**

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Location – Bur Dubai, Dubai UAE



#### **OBJECTIVE**

To seek a position in the organization that is challenging and stimulating, whereby, I can render my valuable service and productive contributions to achieve my personal growth in building up my career.

#### **EXPERIENCE**

##### **Rejans Corporate Business Services, Dubai, UAE – July 2023 till September 2023**

Worked as Immigration Sales Consultant

- Specialized in providing immigration service for Europe work permit and Business setup
- Advice on the overseas option available, so as to enable the Candidates to make an educated choice and the right decision to choose the job opportunity.
- UAE Business set up service. Presenting recommendations to clients regarding the business opportunities and advantages of starting business in different zones in UAE. Preparing the proposals suitable to client business.
- Other related work includes coordination, data maintenance, payment follow ups.

##### **Bizvisor Business Setup Services, Dubai, UAE – March 2023 till June 2023**

Worked as Business Consultant

- Applies client knowledge, sales, and contract processes to structure high impact solutions for clients.
- Facilitating and participating in meetings with key clients to develop an understanding of their business.
- Presenting recommendations to clients regarding the business opportunities and advantages of starting business in different zones in UAE.
- Preparing the proposals suitable to client business and regular follow-ups.
- Representing company professionally in both client and team situations.
- Ensure that accurate documentation is submitted in a timely manner.
- Attend and participate in team meetings, working in partnership with colleagues.

##### **Celerity Management Consultancy, Dubai, UAE – Oct 2022 till Feb 2023**

Worked as Recruiter

- carry out research and data collection to understand the organization requirements
- Screening Shortlisting and interviewing the suitable candidates
- Briefing the candidate about the responsibilities, salary, and benefits of the job
- Organizing interviews for candidates as requested by the client
- Manpower supply as per the client requirement
- Other related work includes coordination, data maintenance, follow ups

**CMS Consultants, Dubai, UAE – Dec 2021 till May 2022**

**Annaka Group, Dubai, UAE – May 2021 till Nov 2021**

Worked as Immigration Sales Consultant

- Specialized in providing immigration service for Canada, Poland, and Australia
- Advice on the overseas option available, so as to enable the Candidates & their family to make an educated choice and the right decision
- Achieve excellent customer service by proactively responding to client queries and advising customers on their overseas immigration and visa needs

**Gold Star Consultancy, Mumbai India – April 2013 to March 2020**

Worked as HR Consultant and Recruitment Coordinator

- Sourcing candidates for Banks using databases, social media etc.
- Developing a good understanding of client companies, what they do, their work culture and environment
- Maintaining good standards of sourcing for client company reputed banks like YES Bank, HDFC, IndusInd, ICICI Pro Insurance
- Sourcing CVs for positions like Sales, marketing, and Branch Managers Profile across Maharashtra Region and organizing interviews as requested by clients
- Briefing the candidate about the responsibilities, salary, and benefits of the job
- Organizing interviews for candidates as requested by the client
- Negotiating salary rates and finalizing arrangements between clients and candidates
- Raising Invoices, follow up on payment from client company

**Al Neenal Studio, Dubai UAE – Nov 2000 to March 2012**

Worked as Sales Assistant, photographer, and videographer

- Worked as a professional Photographer and Videographer
- Digital Photo Assignments (Indoor and Outdoor)
- Computerized Photo Mixing
- Video Editing, Dubbing and Mixing. Digital work on photo shop
- Customer Assistance and Sales

#### LANGUAGES

English, Hindi, Sindhi, Gujarati, and Marathi

#### ACADEMIC QUALIFICATION

B.Com - Sikkim University in the year 2012

Higher Secondary - Sarvodaya College Mumbai

#### COMPUTER SKILLS

MS. Office, Photoshop, Java Script, HTML, DHTML

#### PERSONAL DETAILS

Father's Name	:	Mr. Hiralal Soni
Husband's Name	:	Mr. Deepak Kokal
Marital Status	:	Married
Nationality	:	Indian
Passport Details	:	X9278019 valid till 22/05/2033
Visa Details	:	Spouse Visa valid till 26/09/2025