

ASHNAB AHMED T U

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Bur Dubai, Dubai, 120022



PROFESSIONAL SUMMARY

To work in an environment, That is innovative, challenging, and Where I can utilize my skills to make a significant contribution to the organization, targeting the achievement of the objectives and my professional growth. I will put my 100% effort into growing an organization along with me

KEY COMPETENCIES

Microsoft Office
Computer skills
Billing System

Problem-Solving
Organization
Business development

Team leadership
Communication
Operations management

PROFESSIONAL EXPERIENCE

Travista Documents Clearing Services, DUBAI, UAE
Immigration Consultant

Jan 2024 - Mar 2024

- Assess the client's eligibility for various visa categories, residency programs, or citizenship applications.
- Review and analyze client's documentation to ensure compliance with immigration requirements.
- Compile supporting documents and evidence to strengthen client's cases.
- Manage multiple immigration cases simultaneously, ensuring deadlines are met.
- Stay informed about changes in immigration laws, policies, and regulations.
- Represent clients in immigration proceedings, interviews, or hearings as authorized.
- Maintain regular communication with clients to address questions, concerns, and updates.

Kala Kendra, Kasaragod
Accountant

May 2020 - Dec 2020

- Create and issue invoices to customers
- Process credit memos
- Prepare account statements for customers
- Follow up on outstanding payments
- Monitor all payments and prepare monthly billing reports
- Prepare tax returns and other tax-related documents

EDUCATION

Central University of Kerala

2021-2023

Master of Business Administration Tourism and Travel Management

Kannur University

2017-2020

Bachelor of Business Administration

CERTIFICATIONS

- Consumer Behaviour - **Jan 2023**