

AKHILA SUNIL



Contacts



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28-06-1997



Navami , Veliyam , Kollam,
Kerala

Work Experience

▼ CASE PROCESSING OFFICER Sep 2024 -Still Passport Pathway-Dubai ,UAE

- Organize and maintain case files, ensuring all necessary documents are collected and properly filed
- Address inquiries and provide updates to clients about the status of their cases.
- Maintain accurate and detailed records of all case-related activities.
- Participate in team meetings to discuss case developments or procedural improvements.
- Identify any missing documentation or evidence and follow up to acquire it.

▼ SR.VISA OFFICER Jan 2022- Aug 2024 Santamonica Study Abroad Pvt Ltd

- Provide comprehensive advice to students on visa application procedures, required documentation, and eligibility criteria for studying in Canada
- Assist students in preparing and organizing visa application documents, including forms, certificates, and other supporting documents.
- Keep clients informed about the status of their visa applications and providing timely updates throughout the process.
- Stay informed on changes in immigration policies and procedures through ongoing training and professional development.

About Me

A detail-oriented Administrative Executive with 4 years of experience supporting senior management, teams, and clients. Skilled in managing visa documentation, ensuring compliance, and fostering effective communication. Strong organizational skills and the ability to handle multiple priorities in fast-paced environments.

Education

- ▲ Kerala University
2015 - 2019
 - Bachelor in Business Administration (BBA)
- ▲ Diploma In Hospital Administration
- ▲ Advanced Training Course in TAXATION & VAT- UAE

Skills

- Management skills
- Ethics and Confidentiality
- Attention to detail
- Problem-solving skills
- Proficiency in Office Software
- High proficiency in MS Excel/Spreadsheet
- Customer Service

- Coordinated meetings and events, providing administrative support to the business development team.
- Generated leads through webinars, workshops, and educational fairs to promote services and engage potential clients.
- Organized events based on updates from educational institutions and countries to maintain client relationships and provide relevant information.
- Monitored and analyzed business development activities and sales performance, providing actionable insights for continuous improvement.

- English
- Malayalam
- Tamil
- Arabic (Pursuing)

Computer Knowledge

- Advanced

Declaration

I, Akhila Sunil, hereby declare that the information provided in this CV is true and accurate to the best of my knowledge and belief. I understand that any false or misleading information may lead to disqualification or termination of my employment.

Date:

Place:

Signature
Akhila Sunil