

# Tina Jacob

Dubai, AE

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Obtain a position in an organization, where I can use the experience I have gained during my professional stint and further utilize my communication, managerial and organizational skills to increase productivity within an organization.

## Work Experience

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### **Visa Support Assistant**

British High Commission - Chennai, Tamil Nadu

May 2015 to April 2019

- To check all application data recorded on Proviso (IT system used in the visa section) and conduct mandatory checks on CRS and local alerts.
- Dealing with written and telephone enquiries and communications.
- Contacting through e-mail or telephone to confirm that documentation and personal circumstances of either applicants or sponsors are genuine and correct
- Involved in Visa Writing once decisions are made by the Entry Clearance Officer and coordinating with Entry Clearance Officers in Chennai and in Sheffield, England.

### **Education Adviser**

Campus France, Embassy of France - Chennai, Tamil Nadu

September 2011 to February 2015

- Responsible for the Promotion of French Higher Education in India
- Responsible for the administration, budgeting and development of the office in Chennai.
- Assigned with the responsibility of initial screening of students during the processing of Visa.
- Counselling interested candidates with regards to current programs and its relevance in the industry.
  
- Involved with Alumni Networking, Scholarship Management, conducting major annual events.
- Marketing of services and Social Media Management.

## Education

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### **event management and Hospitality**

INKO Centre (Korean Cultural Centre) - Chennai, Tamil Nadu

December 2008 to April 2009

### **Master of Arts in International Studies in International Studies**

Stella Maris Women's College, Madras University - Chennai, Tamil Nadu

### **Bachelors of Science in Computer Applications in Computer Applications**

Stella Maris Women's College, Madras University - Chennai, Tamil Nadu

Good Shepherd Higher Secondary School - Chennai, Tamil Nadu

**Certification**

Cambridge University