



SHUBHI TYAGI IMMIGRATION CONSULTANT

INTRODUCTION

ADDRESS

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LINKEDLN

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Date of Birth: Mar 31st 1990

Place of Birth: Meerut

Nationality: Indian

Martial Status: Unmarried

I am a talented and experienced person with an ambition to put all my theoretical and practical learning to practice. My previous experience has instilled a set of values in me, which I cherish. I possess good communication skills, organization capabilities, loyalty towards my work, pleasing personality and a healthy analytic mind which are my best assets making me confident enough to take up any challenging job

WORK EXPERIENCE

Quantis Consultants

Duration: 25 June 2019 to Till Now

Designation – Immigration Advisor (Case Coordinator)

Quantis Consultants is a leading provider of Study, Work Visa and Permanent Residency for USA, Canada, Australia and UK. The firm provides excellent immigration advises under the regulations designated by the Australian Government (MARA). Quantis Consultants is a immigration law firm and providing all immigration needs globally and authorized from Immigration & Citizenship or any other government body. We believe in providing opportunity to skill Immigration where they can gain from their opportunity overseas. We help students towards their chosen career paths at the destinations of their choices. We also provide immigration services for Skilled Migration Visa that is generally based on the skills immigration or education background of the applicant.

ROLES & RESPONSIBILITY

- Providing status updates to employees via email, telephone and in-person.
- Responding to emails and phone calls from managers, foreign nationals and recruiters and triaging requests in a timely fashion.
- Providing immigration status letters.
- Providing the Immigration law firm's legal team with relevant information to start/continue cases
- Communicating with managers to provide time frames and cost projections for visa projects
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- Meeting with Foreign Nationals and Managers to review the Permanent Residency process
- Overseeing the administration of the PERM program
- Working with the attorneys to gather metrics about case volume, number of visa transactions and the number of individuals in each stage of visa processing
- Meeting with participants face-to-face regularly as required by government contractual obligations..
- Assisting Program Participants with acquiring travel documents from the countries of citizenship and maintaining a log of travel document information for each Program Participant.
- The Visa and Immigration Consultant must oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- The Visa and Immigration Consultant must interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
- You must oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
- The Visa and Immigration Consultant must ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
- The Visa and Immigration Consultant must prepare all fee quotes and any information required by clients, colleagues or authorities.
- You must maintain strong working relationships with all clients and colleagues.
- The Visa and Immigration Consultant must be able to help the client to obtain Visas, Green cards and other documentation required.
- You must take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation.
- As the Visa and Immigration Consultant you may be required train some HR staff to enhance their understanding of immigration rules to help them to fulfil their roles to a high level.

DM Consultants

Duration: 14 Feb 2018 to 1st June 2019

Designation – Case Coordinator

We believe in providing opportunity to students where they can gain from their education overseas. We help students towards their chosen career paths at the destinations of their choices. We also provide immigration services for Skilled Migration Visa that is generally based on the skills or education background of the applicant.

Abroad Immigration (Indo European)

Duration: 17th Feb 2016 to 21st Jan 2018

Designation – Case Coordinator

Abroad Immigration is a famed & trusted immigration & visa consultation consultancy which started its operations way back in 2003 with an object to help the common immigration & visa aspirants, and guide them navigate through the choppy and difficult visa-submission procedure, in a better and fruitful manner. We are fully focused and dedicated to serve our clients, who could be interested to present visa-petitions and immigration applications for Permanent Resident (PR) and Temporary Resident Visas via Skilled, Self-employed, Family, Business, Investor, Student & State Sponsorship classes – for various Immigration Destinations like Canada, Australia, UK, USA, Hong Kong, Denmark, Lithuania, Latvia etc..

Apex Visas

Duration: 28 January 2014 to Jan . 2016

Designation – Asst. HR (Generalist)

(Immigration Advisor)

A.V. Immigration & Career Consultancy Pvt. Ltd. (Apex Visas) is Pune based company that has endeavoured since its inception in 2010 to bring *a one stop solution* to all your migration related queries.

We are well known in the immigration circle for our specialized services & are praised by our clients for enriching their experience in Visa facilitation. We have a global presence with a strategic network of own and associate offices in 25 locations across the world. We are planning to extend our services to over 50 offices by the year end.

Salient Business Solution Limited

Duration: December 2012 to January 2014

Designation – Asst. Operations

The group of companies run by Mr. GautamThapar were rebranded as Avantha, and the new identity launched worldwide on 15th November 2007. Today, the Avantha Group has business interests in diverse areas, including power transmission and distribution equipment and services, paper and pulp, food processing, energy and infrastructure, farm forestry, chemicals, IT and ITES. With an impressive global footprint, the Group operates in over ten countries. Salient Business Solutions is a niche business process solution provider for global clients in diverse vertical and horizontal streams like finance and accounts, healthcare, financial services, human resource and knowledge process outsourcing. Salient has an unmatched ability to grow its clients' businesses by innovating to improve clients' back-office processes, while significantly reducing the costs.

EDUCATION

- M.B.A from Vinayaka Mission University, Tamil Nadu.
- B.S.C from C.C.S University, Meerut
- 10+2 from U.P. Board, Allahabad

PROFESSIONAL SKILLS

Computer Skills

Proficient with MS- Office

- MS Word
- MS Excel
- MS Power Point

Hobbies

- Wanderlust
- Dancing
- Badminton

Personal Traits

- Result Oriented
- Professionalism
- Sincerity
- Punctuality
- Always keen to learn

DECLARATION

I here by declare that all the above furnished Information is correct to the best of knowledge and belief, and can be supported by original documents whenever required.

(ShubhiTyagi)