

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

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

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