

MERIN THOMAS

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30-03-1995



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

- **CanApprove Consultancy Services** 5/2015 - 7/2016
Immigration Consultant
 - **M&G Consultancy Services** 8/2016 - 8/2017
Immigration Consultant
- Duties And Responsibilities**
1. Provide consultation services to address potential clients interest in Immigration including establishing suitability of the candidates visa. Consultation will mainly be by email, telephone and face-to-face meetings.
 2. Present and market immigration services to current and potential clients.
 3. To address customer issues and resolve them in a timely and efficient manner.
 4. Provide regular follow up on enquiries received.
 5. Actively monitoring changes to various Immigration regulations.
 6. Preparing and maintaining daily reports on day to day task.
 7. Prepare Communication such as Memos, Email, Invoice, Report and other correspondence.
 8. Schedule Appointments
- **Metro Medical Care Clinic, Kuwait** 06/2019 - 12/2020
HR cum Admin assistant
- Duties And Responsibilities**
1. Identifying patients care requirements, focus on their needs, and act on them.
 2. Scheduling appointments.
 3. Maintaining records and accounts.
 4. Schedule and Coordinate staff and other meetings.
 5. Manage the activities related to human resource.
 6. coordinate with Insurance companies regarding the claim
 7. Planning and Implementing of new strategies.

EDUCATION

- **ANNAMALAI UNIVERSITY, TAMIL NADU** 2017
PG Diploma in HR & Marketing
- **MG UNIVERSITY, KERALA** 2015
BBA in HR and Marketing

SKILLS

- Administrative Skill
- Customer Service
- Communication Skill
- Team work

PROJECTS & INTERNSHIPS

- **Academic Project**
An organizational study on the topic 'Marketing problems in coir industry' 2014.
- **Internships**

1. Industrial visit to St. Marys Rubber Industry Pvt. Ltd, Kanjirapally, 2013.
2. Industrial visit to Malanadu Milk Society, Kanjirapally, 2013.

SEMINARS & WORKSHOPS

- Attended seminar on the topic 'EMPLOYABILITY' by Fr. Jose Chenattusery, Former Principal Christ Junior College Bangalore, 2014
- Seminar on 'SUSTAINABLE DEVELOPMENT' by Mr. Stephen Mathews, Director of MBA, SB College Changanacherry, 2014
- Seminar on 'INDIAN ECONOMY' conducted by Mr. Ribu Tharakan Polachirackal, UNO official, 2013
- Seminar on "SAVING LIFE" conducted by the National Service Scheme, Kristu Jyoti College Changanacherry, 2012

TRAINING UNDERGONE

- National Institute of Securities Marketing (NISM) - Security Operations and Risk Management is a certification course conducted as a part of the Academic curriculum of BBA.

COMPUTE KNOWLEDGE

- Tally ERP9
- MS-Office

LANGUAGE

- English
- Malayalam
- Arabic (Working Knowledge)

INTERESTS

- Reading Books
- Cooking
- Gardening

PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Married
- Gender : Female
- Religion : Christian
- Passport Details
Passport No. : S5008646
Date of Issue : 10/07/2018
Date of Expiry : 09/07/2018

DECLARATION

- The above furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required.

Signature: _____

Merin Thomas