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### **CAREER OBJECTIVE**

A confident, hardworking and experienced individual, having great passion to work and learn. To this end, I am looking forward to join a team which is skilled in the said field and is motivated to push forward its boundaries. I will share the motivation, have opportunity to learn and add value to the team.

### **PROFESSIONAL EXPERIENCE**

#### **<<Current Employment>>**

**Company:** Global Strategic Management Consultancy (GSMC) (March 2024 – Till date)  
**Website:** <https://gsmcmigration.com/#>

**Company Profile:** Global Strategic Management is an Immigration Consultancy has been providing immigration services company for more than 12 years in Oman. They are specialized in all kinds of immigration programs like PR Programs, Work Permits, Visit Visa and Student Visa.

**Designation:** Relationship officer (Student Visa)

#### **Job duties:**

- Dealing with all the inquiries like Work permit, PR, Visit Visa and Student Visa.
- Review the profile and give best immigration options to the clients.
- Engage with study portals and the universities to fulfill the requirement.
- Performing administrative duties such as filing, scanning, and organizing documents.
- Creating and maintaining an accurate and well-structured filing system.
- Managing the update of client records in the system.
- Arranging meetings with different portals to make ties up.

## <<Previous Employment>>

**Company:** Asian Education Consultants.

**(Nov 2022- Feb 2024)**

**Website:** <https://aecpakistan.com/>

**Company Profile:** Asian Education Consultants is a Premier Education Consulting firm. Providing expert guidance to students and families navigating Higher Education Abroad.

**Designation:** Operations Head.

### **Job duties:**

- Case filing for Australia, UK, USA and Canada through GSP, Adventus, Apply board.
- Analyze the student's profile and give them the study options available for them according to their requirements
- Corresponding to the agents and Universities for the student case.
- Conducting demo interview for the students.
- Creating embassy file, visa filing and submitting to embassy.
- Email and Case handling.
- Completing GTE Documents, CVs, SOPs of students as per university requirements.

## **ACADEMIC QUALIFICATIONS**

- **Bachelor of Science (Honors) in Chemistry from University of Gujrat (2018-2022)**
- **H.S.S.C from BISE Gujranwala, Pakistan (2016-2018)**
- **S.S.C from BISE Gujranwala, Pakistan (2014-2016)**

## **TRAININGS AND CERTIFICATIONS**

- ABCC Certificate from Apply Board – Canada Agent Training
- ABCC Certificate from Apply Board – UK Agent Training

**PERSONAL DETAILS**

<b>Language</b>	English, Hindi, Urdu, Punjabi
<b>Date of Birth</b>	26-08-2000
<b>Visa Status</b>	2 Year Family Visa for Gulf Links International LLC
<b>Resident Country</b>	Oman
<b>Nationality</b>	Pakistan