



# Ashy PRADEEP

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Dubai

## Professional Summary

Responsive and engaging Human Resources Assistant skilled in supporting employees and managers with diverse HR needs. Expert with word processing, database and benefits administration software. Proactive, responsible, and eager office administrator with proven track record of handling incoming and outgoing communications. Focused on keeping systems updated and facilitating positive employee relations. Also, an accomplished Case Processing Manager with a proven track record at Connect Migration Services and Fragomen service, adept in immigration law expertise and team leadership. Excelled in visa processing and document preparation, ensuring compliance and efficiency.

## Skills

File Maintenance	Visa processing
Payroll Administration	Document Preparation
Meeting Preparation	Team Leadership
Book keeping	Time Management
Microsoft Office, DocuSign and Word Processing	Report Preparation
Immigration law expertise	

## Work History

12/2023 - Current  
**Case Processing Manager**  
**Connect Migration Services, Dubai**

- Prepare and issue necessary visa permits and other immigration related documentation.
- Maintain accurate and up to date records of all immigration applications.
- Onboarded new employees with training and new hire documentation.
- Review and assess visa applications including those for Canada, Australia, New Zealand and Schengen visa, to ensure eligibility and compliance with relevant immigration regulations.
- Perform other related duties such as ECA, Registration in Express Entry Portals and PNP.
- Ensure that all immigration processing activities are completed within the time frame by using a proven track record.

08/2022 - 07/2023  
**Business Immigration Analyst**  
**Fragomen Immigration Services, India**

- Perform intake of cases once assigned.
- Work as a part of a team to draft and file applications, handle cases for foreign nationals and provide client support regarding visa process.
- Compile and summarize large quantities of data for clients, managers and reporting needs.
- Meeting SLA's and handle end-to-end operations of a project.

- File documents in proper order in the client track folder.
- Draft petitions/applications and file with government agency.
- Coordinating with attorneys to handle legal cases of clients.
- Documentation review, followup with attorneys to handle legal queries from clients.
- Audit Client Immigration cases processed by junior colleagues.
- Prevailing wage determination for each clients.

02/2017 - 02/2021

**HR Administrator**

***Sree Gokulam Chits And Finance Pvt Ltd, India***

- Reviewed and screened applicant resumes to identify qualified candidates.
- Oversaw and managed hiring process and assisted human resources.
- Manage the scheduling and coordination of appointments, meetings and conference room bookings.
- Maintain the office calendar ensuring the appointments are properly scheduled and conflicts are avoided.
- Oversee the day-to-day operations of the office ensuring that it runs efficiently. This includes maintaining office supplies, managing office equipments and coordinating with external service providers.
- Handle incoming and outgoing communications, including mails, letters and memos.
- Assist in payroll preparation by providing relevant data, analyzing data and preparing presentation or spreadsheets for management.
- Ledger entry and bank reconciliation
- Invoicing and payment handling.
- Petty Cash management

## Education

05/2021 **MBA, Financial Management, *Bharathiyar University*, India**

03/2015 **Bachelor of Science, Computer Science, *MG University*, India**

## Languages

English

Hindi

Tamil

Malayalam