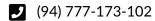
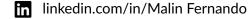
## Malin Fernando







# **Experience**

## **ACH EDUCATION Pvt Ltd**

Colombo, Ethul Kotte

Senior Visa Officer

February 2023 - Present

- Handle all visa documents that are brought by the Visa Applicant's.
- Lodging different categories of visas (Student/StudentDependent/Student Visa Extensions/Visitor Visa) to Australia.
- Handling a portfolio of students (Minimum 25). Maintaining a good turn around time when applying for University Offers, clearing GTE and get the COE to apply for visa.

#### VFS Global Pvt Ltd (Australia VFS)

Arnold Rathnayake Mawatha, Colombo 3

Officer Operations - Level 3 (Australia Reports)

April 2022 - February 2023

- Submission of the Online Visa Assist during the day time.
- Handling biometric and submission counters avoiding any large queues and maintain a turn around time of under 50 minutes for each applicant.
- Optimize all daily data collected at biometric systems and submission counters and organize a summary report at the end of the day and report it to DHA Australia (Perth Student Visa Center).
- Opening daily appointments on VFS Portals daily so that applicants who have lodged visa's can seperate a time slot to submit their data.

## Skills

- Programming Languages: Java, c++.
- Communication: Ability to speak in English and Sinhala fluently. Coordinate social and entertainment activities with good team spirit.
- Quick Learner: Able to adapt to any corporate environment because of the previous work experiences and able to identify and learn new techniques and daily activities through others.

#### Education

 University of Sri Jayewardenepura Reading B.Com in Software Engineering (GPA:Pending)

• Diploma in Computer Applications (Grade : A-)

 G.C.E Advanced Level- English Medium Combined Mathematics (Results:1A 2B's / Z score - 1.72)

 G.C.E Ordinary Level- English Medium (Results:9A's)

Nugegoda, Colombo April 2024 - Present

Wales Computer Academy January 2018 - April 2018

St. Sebastian's College April 2019 - February 2022

St. Sebastian's College January 2008 – December 2018

## **Personal Details**

\* **Birthday:** 28/08/2002

\* Address: No. 283c/2, Wimal Perera Mawatha, Piliyandala