

Malin Fernando

Experience

ACH EDUCATION Pvt Ltd

Senior Visa Officer

Colombo, Ethul Kotte

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)

Officer Operations - Level 3 (Australia Reports)

Arnold Rathnayake Mawatha, Colombo 3

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 separate 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