



Kavan Shetty

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Career objective:

To develop expertise and provide value additions as a professional in a dynamic and growth oriented organization and simultaneously enhance my career in the field of Human Resource and Operations, in tune with the vision of the organization.

Education Qualification:

Masters of Business Management (Marketing) from Mangalore University (2014)

Project Undertaken: “A study on retailer’s perception towards Coca-Cola in Udupi Region”

Bachelor of Business Management from Mangalore University (2012)

Professional Experience:

JOB DESCRIPTION

Company : Accenture Solutions Pvt. Ltd (Jan-2016 to Feb-2017)

Client : Accenture Solutions Pvt. Ltd

Job Profile : Business Operations New Associate

Accenture :

Accenture solves clients' toughest challenges by providing unmatched services in strategy, consulting, digital, technology and operations. They partner with more than three-quarters of the Fortune Global 500, driving innovation to improve the way the world works and lives. With

expertise across more than 40 industries and all business functions, they deliver transformational outcomes for a demanding new digital world.

Job Responsibilities:

- Processing of US L1 Visa for Accenture Employees.
- Handling fresh L1 Visa petition process.
- Handling fresh L1 Visa Extension petition process.
- Handling of L1 Transfer application for both onshore and offshore
- Finalizing documents for L1 visa process and L1 Transfer
- Conducting Pre- Mock Interview for the Employees
- Providing feedback to the Employees on the basis of Pre Mock Interview
- Arranging for Mock interview with the attorneys
- Coordinating with Fragomen attorneys for L1 Cases
- Initiating the visa stamping for L1 Cases
- Processing for H1B to L1A Conversion Cases
- Processing & Issuing of L1 transfer Memo for L1 Transfer cases
- Conducting the L1 Visa briefing session for Employees
- Responsible for preparing reports, managing records of interactions with Employees and clients (through Outlook tool). Solving Employees and clients queries effectively.

Company : Manpower Consultancy

Client : Accenture Solutions Pvt. Ltd (October-2014 to Jan-2016)

Job Profile : Immigration Coordinator

Manpower Group :

Manpower Group is an American multinational human resource consulting firm headquartered in Milwaukee, Wisconsin, USA. Manpower provides recruitment and assessment, training and development, career management, outsourcing, and workforce consulting

Job Responsibilities:

- Processing of US H1B Visa for Accenture Employees.
- Handling fresh H1B petition process.
- Finalizing documents for H1B visa process.
- Procuring LCA for H1B cap process from DOL (Department of Labor).

- Drafting petition for H1B Cap.
- Drafting petition for H1B L to H conversion (Change of Status) (Consular Process)
- LCA Screenshot Posting
- Coordinating with Fragomen attorneys for H1B Cap petition status.
- Responsible for preparing reports, managing records of interactions with Employees and clients (through Outlook tool). Solving Employees and clients queries effectively.
- Supporting US Visa stamping, like Appointment Scheduling and taking prints and arranging the necessary Visa documents.
- Processing of UK Business Visa for Accenture Employees.
- Finalizing documents for UK Business Visa process.
- Processing of Invite letter and Port of Entry Letter
- Responsible for preparing reports, managing records of interactions with Employees and clients (through Siebel tool). Solving Employees and clients queries effectively.
- To validate travel for USA, Canada and ROW and providing an approval for travels
- To coordinate with the GCP Team for visa task closure.
- To coordinate with the processing team for GCP cases
- To validate the re-staffing/relocation cases and close the visa task
- To update the Visa status in GCP tool
- To provide approval for tickets for P710 travelers
- Responsible for preparing reports, managing records of interactions with Employees and GCP team (through Siebel and Outlook tool).
- To process the invite letter for B1 travelers in the weekend.

Skills:

- Possess good communication skill.
- Can face challenges through patience, perseverance and hard work
- Curious, committed and a can-do attitude.
- Ability to be decisive and solid under pressure.
- Initiative, creativity and an appetite for change.
- Attention to detail, problem solving and analytical skills.
- Organized and able to deal with multiple workloads at the same time.
- Ability to manage team and train new members
- Quickly able to learn the new system or procedure

Achievements:

- Rewarded as a “**Star Performer of the month**” in Accenture.
- Winner of **Roadies” Event in the state level Inter collegiate Fest** at NSAM College NITTE

Personal Dossier

- **Date of birth** : 17th October 1991
- **Marital status** : Single
- **Nationality** : Indian
- **Passport No** : L3555736
- **Visa Expiry** : June 12,2017 (Visit Visa)
- **Languages Known** : English, Hindi, Kannada, and Tulu

Declaration

I, Kavan Shetty, declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Yours sincerely,

Kavan Shetty