

# Ritu Sanjay Dodeja

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## EDUCATION

<b>Master of Business Studies in Internationalisation,</b> <i>South East Technological University (f/k/a Waterford Institute of Technology)</i> ✕	Waterford, Ireland
<b>Master of International Business,</b> <i>Brest Business School (f/k/a École Supérieure de Commerce Bretagne Brest)</i> ✕	Brest, France
<b>Bachelor of Business Management (International Business),</b> <i>Savitribai Phule Pune University (f/k/a University of Pune)</i> ✕	Pune, India
<b>Diploma in French Language (B1 Level),</b> <i>Government of France</i>	Pune, India

## PROFESSIONAL EXPERIENCE

### Assistant Manager, Ernst & Young ✕

- Managed a team of 14 employees
- Worked with attorneys and law clerks to perform intake of cases, troubleshoot issues, and establish case strategy
- Drafted petitions for NIV (H-1B, L-1A and L-1B) applications using INSZOOM
- Delivered technically and administratively accurate work with minimal guidance
- Docketed immigration related documents to the case management tool
- Contributed to ad-hoc projects as required and supported recruitment and performance management
- Created pivot tables for different data sets
- Created and presented data to the team and supervisors

### U.S. Immigration Specialist (Paralegal), Quantum Integrators Group LLC ✕

- Filed LCA's, petitions, applications, and specialized support letters for employment based nonimmigrant U.S. visa matters, including, but not limited to, H-1B, TN, and consular processing matters
- Regularly compiled data in Excel and ensured Spreadsheet accuracy
- Liaised with 80+ internal employees
- Kept track of employees petition expiry dates and ensured compliance with U.S. government rules

### U.S. Immigration Executive, Goel & Anderson LLC ✕

- Managed all the L-1 cases (30+ per month) for the firm
- Created petitions, applications, RFE responses, premium upgrades, withdrawals, and service requests for H-1B, L-1, EB, AOS, and EAD-AP visas
- Generated 15+ non-immigrant petitions through Hotdocs per week
- Gained proficiency in immigration-related software such as Worldox and LawBase
- Coordinated with the client team to quickly understand requirements and communicated regularly with clients regarding procedural and case processing issues
- Mentored and coached internal teams to achieve project targets, boosting efficiency by 15%

### Proprietor, Orchid Crystals

- Estimated, modified, and achieved sales targets of INR 1 Lakh per month
- Ensured identification, order, and supply management based on targeted audience
- Organized exhibitions as sales boosters for the business
- Ensured inventory forecast and planning based on historic consumption patterns
- Resolved issues while adhering to budgetary constraints

### Assistant Sales Manager, Abs for Her

- Designed and implemented a strategic business plan that expanded the company's customer base by 20%
- Achieved growth and hit sales targets by successfully managing the sales team.
- Created dashboards and presented sales, revenue and expenses reports along with realistic forecasts to the management team
- Built strong, long-lasting customer relationships by understanding their needs, leading to customer retention
- Monitored the performance of sales representatives

### French Tutor for the past 8 years

## SKILLS

Project Management & Team Leadership | Stakeholder Management & Communication | Prioritization & Time Management  
Hotdocs, Lawbase, Worldox, & INSZOOM | Microsoft Suite | Google Suite | Agile, JIRA, Confluence | Python & HTML  
Multilingual (English, French, Hindi, Marathi, Sindhi)

## CERTIFICATES

Certified as a Project Manager from LinkedIn Learning | Certified as a Business Analyst from LinkedIn Learning  
Excel Essential Training from NASBA | Learning Confluence 2018 from Project Management Institute