**Ellie Chamaneh**

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# CAREER GOAL

Seeking a challenging position as a junior immigration consultant where the professional environment would encourage me to utilize my skills and experience to the best of my possibility and offer me the chance to participate in the progress of organization.

# SUMMARY OF SKILLS

* Highly motivated, creative and versatile ***Immigration Consultant*** with 7 months of experience and more than 10 years work experience in Australian immigration consultant assistance.
* Skilled at building effective and productive working relationships with clients, colleagues and stakeholders.
* Experienced in providing effective solutions that offers a dynamic pace and project management orientation to the customers.
* Good communication skills, ability to work well in team and individually.
* Excellent organizational skills including management of various resources, time management, adaptability, setting priorities, maintaining documentation and communications, flexibility, and multitasking.

# PROFESSIONAL EXPERIENCES

**Immigration Consultant, RCIC #: R709045 Nov-2021-Up to now**

**Australia Immigration Consultant Assistant, Agrin Gasht Nili Co./Iran Dec 2018-Nov 2021**

Responsibilities:

* Filling out various Australian immigration forms according to the latest immigration rules.
* Keeping up-to-date with changes in legislation and current affairs.
* Advising clients on different immigration rules and manage consultation meetings.
* Collecting client's documents and verify them according to the appropriate checklists.
* Carrying out consultation meetings in different immigration categories.

**Immigration Consultant Assistant, Unican Immigration Co./Canada Oct 2018-Nov 2018**

Responsibilities:

* Filling out and reviewing various types of Canadian Immigration forms according to the latest immigration rules.
* Advising clients on different immigration rules and manage consultation meetings.
* Collecting client's documents and verify them according to the appropriate checklists.

**Australia Immigration Consultant Assistant, Agrin Gasht Nili Co./Iran Apr 2013-Sep 2018**

Responsibilities:

* Filling out various Australian immigration forms according to the latest immigration rules.
* Keeping up-to-date with changes in legislation and current affairs.
* Advising clients on different immigration rules and manage consultation meetings.
* Collecting client's documents and verify them according to the appropriate checklists.
* Carrying out consultation meetings in different immigration categories.

**Immigration Consultant Assistant, WIP, Golden Group Asia Mar 2008 – Mar 2013**

Responsibilities:

* Filling out various Australian immigration forms according to the latest immigration rules.
* Overseeing the completion of all relevant visa and immigration documents and ensuring that they would be received within the time limit set by the immigration department.
* Ensuring that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
* Helping the clients to obtain appropriate visas and other documentation required by the immigration department.
* Handling all Immigration issues and operations, remaining up-to-date with any changes to legislation

# EDUCATION

Bachelor of English Language Translating, Sep2003 to Feb 2007

Diploma of Immigration Consultant from Lasalle College of Montreal 08-2020

# COMPUTER KNOWLEDGE

Familiar with Windows, Internet, Word, Excel

# LANGUAGE ABILITIES

English, Good

Farsi, Native

Azeri, Native

# References

Available upon request