

# Venkatesh Thamminana

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## Profile

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Experience

One Year Seven Months experience as a immigration executive in **Conflux Systems Inc** Us based company.

(2023 June - Currently

Working)

### Roles and Responsibilities :

- Prepared and managed H-1B visa petitions end-to-end, including gathering necessary documentation, completing forms, drafting supporting letters, and coordinating with attorneys and stakeholders to ensure timely submission and compliance with USCIS regulations.
- Drafted and prepared offer letters and experience letters, ensuring accuracy and alignment with organizational policies and standards.
- Managed and maintained LCA trackers and immigration trackers, ensuring accurate record-keeping and timely updates to support compliance with immigration regulations.

## Education

### Meher Degree College , Visakapattanam

BSc computers Mathematics, Physics, Computers (MPCS) (66%)

### Gayatri Junior College , Srikakulam

Intermediate Education Mathematics, Physics, Chemistry (MPC) (67.5%)

### Z.P.H School, Chapara

Board of secondary education (63%)

## Skills & Abilities

- Product Knowledge
- Problem solving skills
- Communication skills
- Presentation skills