

Manan P. Parekh

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### **Career Objective**

Seeking a challenging career in US Immigration with a progressive organization which will utilize my skills, abilities in management while contributing to the development of the organization.

### **Career Summary**

- An expert HR Immigration Specialist with proven expertise in managing immigration cases from start to finish
- A strong understanding of immigration laws and regulations.
- 10 Years professional experience in US based Immigration firm.

### **Personal Qualities**

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people.
- Honest.
- Good Leadership Skills.
- Confident.
- Flexible in work.

### **Key Responsibilities Handled**

- Prepare and submit documents and applications on behalf of clients.
- Conduct research to determine the best pathway for a client's immigration needs.
- Providing legal advice, guidance, and representation to clients on immigration matters.

- Tracking and monitoring clients' immigration cases and applications.
- Managing and prioritizing multiple immigration cases.

## Work Experience

- 1) Working as a HR Immigration Specialist at Shah & Kishore Immigration Pvt. Ltd.  
(01-January-2015 -Present)

### Job Responsibilities

- Facilitate the immigration paperwork for immigrant and non-immigrant visa petitions, including initial applications, transfers, extensions, and amendments. Including, compile, and coordinate all paperwork and filing of H-1B petitions.
- Serves as a resource for hiring managers and employees through the gathering and completion of appropriate applications and forms.
- Communicates with external law firm, Employees, Law Department and other team members regarding case strategies.
- Acts as a liaison between the external law firm, the Law Department, employees, and managers regarding case status and progress.
- Handles day-to-day communication with employees regarding the status of immigration cases.
- Prepares immigration filings (forms, letters of support), and reviews drafted petitions/applications for accuracy.
- Tracks immigration-related activities (e.g., invoices/budget).
- Interacts occasionally with USCIS and/or DOL.
- Drive and assist in the completion of all paperwork and steps associated with the Permanent Residency (Green Card) process for all cases. (PWD, PERM, I-140, and I-485)
- Work on wage level determination on H1B employees
- Work on RFE cases (amendment, transfer, new, extension, and I-140 and PERM audits).
- Work with resource managers on filing employees' amendment and extension documentation (e.g., client letter, vendor letter, prime vendor letter, SOW, and MSA).
- Work with the vendor on letters and SOW for employee filing.
- LCA filing and withdrawal.
- LCA posting (talking to employees, vendors, and clients)
- Sending approval notice to employees.
- Work with employees for H-1B stamping visa documents.
- Support the U.S.-based outbound immigration team with requirements regarding foreign visas, work permits, and residence permits for the U.S. Outside the United States.
- Handle all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.

- Oversee the completion of all relevant visa and immigration documents, and ensure that they are received within the time limit set by the government.
- Maintain strong working relationships with all clients and colleagues.
- Communicate with clients and help them obtain visas, green cards, and other documentation required.
- Full responsibility for all immigration issues and operations, remaining up to date with any changes to legislation.
- Ensures all paperwork, including applications for immigration and visas, are completed accurately and in a timely manner.
- Working on different strategic planning related to PERM and I-140 with our team and attorney.
- Maintain the database related to the client's petition, and also manage all prior data in a peaceful manner.
- Working to prepare the Permanent Application and Adjustment of Status.
- Performs different reports and divides work among our team members.

2) Working as a Trainee of Sap Module at Graffiti India Pvt. Ltd (23-September-2014 – 31-December-2014)

### Technical Skills

• PWD	• PERM
• I-140 EB1/EB2/EB3	• H-1B
• L-1	• I-485
• MS Office	• Word
• Excel	• PowerPoint
• Outlook	• Client Relations
• Performance Management	• Manage Multiple tasks
• Immigration inquiries	• Visa applications
• Immigration case file strategies	• Global immigration filings

### Education

Course	University	(%)	Year of Passing
Degree in Computer Engineering	Gujarat Technological University	CGPA-6.39 Per-59.00	May/June-2014

### Academics Projects

- BE Educational Project was “Human Resource Management System” with reference to “Lucent InfoTech Pvt Ltd” for 1 year.

### Personal Information

<b>Nationality</b>	Indian
<b>Gender</b>	Male
<b>Languages Known</b>	English, Hindi, Gujarati.
<b>Date of Birth</b>	15 <sup>th</sup> December 1992
<b>Strength</b>	Sincerity, Hard worker and Dedication to the work.
<b>Marital Status</b>	Married

### Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Place:** Ahmadabad

**MANAN PRAKASHBHAI PAREKH**

**Date:**