

Holding a B1 VISA for the USA - Valid until 2026 **Also visited the USA for 3 months on B1 VISA**

CAREER OBJECTIVES

To gain greater insight into the field of Human Resource Management (HRM) & Immigrations by way of exposure to real work atmosphere in a well-established organization. Also, to seek a challenging career in the field of Immigrations & Human Resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

SUMMARY OF SKILL & EXPERIENCE

➤ **On-Boarding:**

- Co-Ordination with Recruiters to get the proper onboarding details of the candidate
- Prepare the Offer Letter, Employment Agreement, share them along with the employee handbook and other on-boarding forms
- Work with Insurance agents to get the Insurance Enrollments
- Complete Knowledge working on Forms like I9/W4/DD & E-Verify
- Ensure proper completion of Form - I9 including section 2, Re-Verification section and supporting documents
- Work on Background Verifications/Drug Test as per the client requirements
- Complete knowledge in preparing contracts and reviewing them.
- Worked with Vendors and Clients on the Contracts and Exhibits/Addendums to get the required changes done.
- Work with Insurance Agents to get the Certificate of Insurance (COI) as per the client needs
- Communicate to Accounts Department after the proper documentation is received for the payroll/account setup
- Maintain and keep track of On-boarding Database/Documents.

➤ **Immigration:**

- Acquired Strong Knowledge in US Immigrations
- Hands on experience in H-1B CAP/Change of Employer/Extension/Amendment/Concurrent Filings.
- Handling Immigration related queries and help employees to understand the process
- Maintain Immigration Database & Folders
- Maintain soothing workflow in Immigrations by prioritizing the applications that has to be filed in time
- Gathering LCA Information, Calculate Wage Levels from FLCs, Filing Form ETA-9035 via Flag Portal
- Prepare Public Access Files (PAF) as soon as the LCA is filed.
- Review & Verify the documents for H-1B Filing and ensure the proper documentation is available for filing
- Verify the Education of Candidate and apply for Education Evaluation/Expert Opinion Letter when needed
- Ensure proper completion of I-129, Support Letter, Cover Letter
- Hands on Experience in Complete GC Processing starting from PWD to Form I-485
- Co-ordinate with Candidates to verify their experience letters that is required for the GC processing and help them getting proper Experience Letters/Affidavits from co-workers
- Hands on Experience working on Forms like I-539, I-907, I-765, I-131, I-140, I-485, ETA Form 9089.

EDUCATION

Degree	University	Year of Passing
MBA – Human Resource	Anna University	2012
B.Sc - Computer Science	Bharathiar University	2010

PROFESSIONAL EXPERIENCE

Organization	Designation	Duration
R3 Technology Inc	Asst. HR Manager	(02-2012) – (06-2015)
Staffingly Inc	Senior Manager (Immigrations & Contracts)	(06-2015) – (Present)

EMPLOYMENT PROFILE

Name: Staffingly Inc

Period: (06/2015) – Till date

Duration: Current

Role	Senior Manager (Immigrations & Contracts)
Organization	Staffingly Inc
Project Duration	(06/2015) – till date
Location	Hyderabad & Coimbatore

WORK & RESPONSIBILITIES

- Co-Ordination with Recruiters/Candidate to get the proper onboarding details of the candidate
- Prepare the Offer Letter, Employment Agreement, share them along with the employee handbook and other on-boarding forms
- Work with Insurance agents to get the Insurance Enrollments for candidates & solve their Insurance related queries
- Complete Knowledge working on Forms like I9/W4/DD & E-Verify
- Ensure proper completion of Form - I9 including section 2, Re-Verification section and supporting documents
- Do I9 Audits frequently to make sure if we are compliant to the US Regulations
- Work on Background Verifications/Drug Test as per the client requirements
- Ensure the candidate completes the Drug Test and get the reports from BGV companies and submit to the clients
- Complete knowledge in preparing contracts and reviewing them.
- Work with Vendors and Clients on the Contracts and Exhibits/Addendums to get the required changes done.
- Work with Insurance Agents to get the Certificate of Insurance (COI) as per the client needs
- Work with Vendors and Clients to submit the list of documents that they have requested from our end.
- Communicate to Accounts Department after the proper documentation is received for the payroll/account setup
- Maintain and keep track of On-boarding Database/Documents.
- Keep Track of COIs that we receive from suppliers and request them to provide the updated COI when needed
- Work with Insurance Agents to renew the Health Insurance/COI once in a year

- Having Extensive Experience working on **“Onblick”** Online Software
- Acquired Strong Knowledge in US Immigrations
- Hands on experience in H-1B CAP/Change of Employer/Extension/Amendment/Concurrent Filings.
- Handling Immigration related queries and help employees to understand the process
- Maintain Immigration Database & Folders
- Maintain soothing workflow in Immigrations by prioritizing the applications that has to be filed on time
- Gathering LCA Information from Vendors and Candidates and verify those information to ensure those are correct.
- Calculate Wage Levels from FLC Datacenter and get a confirmation from management on the wage levels
- Ensure proper filing of Form ETA-9035 via Flag Portal – (LCA Filing)
- Prepare Public Access Files (PAF) as soon as the LCA is filed.
- Co-ordinate with Candidate/Vendor to get the completed LCA posting notices and complete the PAF
- Review & Verify the documents for H-1B Filing and ensure the proper documentation is available for filing
- Verify the Education of Candidate and apply for Education Evaluation/Expert Opinion Letter when needed
- Ensure proper completion of I-129, Support Letter, Cover Letter
- Work with Candidates if they wanted to file H4 for their dependents
- Prepare Form I-907 if premium is required.
- Ensure the Receipt Notice/Approval Notice/ RFE is sent to candidate as soon as we received them
- Experience working on RFEs – Specialty Occupation/Maintenance of Status, Work Availability etc.,
- Prepared & Filed Form I-765 if employee wants to file Employment Authorization Document
- Prepared & Filed Form I-131 if employee wants to file Advance Parole
- Prepared & Filed Form I-485 if employee wants to file Adjustment of Status
- Hands on Experience in Complete GC Processing starting from PWD to Form I-485
- Working on Recruitment Phase, Prepare Recruitment reports and save the email communications with candidate to make sure we have proof of recruitment efforts.
- Co-ordinate with Candidates to verify their experience letters that is required for the GC processing and help them getting proper Experience Letters/Affidavits from co-workers
- Having Extensive Experience working on **“INSZoom”** Online Software Portal

Complete Knowledge Working on Below Forms

- Form ETA-9035 & 9035E - Labor Condition Application for Nonimmigrant Workers
- I-129 - Petition for a Nonimmigrant Worker
- I-539 - Application To Extend/Change Nonimmigrant Status
- I-907 - Request for Premium Processing Service
- I-765 - Application for Employment Authorization
- I-131 - Application for Travel Document (Advance Parole)
- Form ETA-9141 - Application for Prevailing Wage Determination
- Form ETA-9089 - Application for Permanent Employment Certification
- I-140 - Immigrant Petition for Alien Workers
- I-485 - Application to Register Permanent Residence or Adjust Status

Name: R3 Technology Inc.,
Period: (02-2012) – (06-2015)

Duration: Previous

Role	Asst. HR Manager
Organization	R3 Technology Inc.,
Project Duration	(02-2012) – (06-2015)
Location	Coimbatore

WORK & RESPONSIBILITIES

- Executive Search through Head Hunting, Database Search, Job Portal Search, Advertisements
- Coordinating with the Client & placing the right candidate
- Screening candidates through Preliminary interviews
- Job posting in various job site like Naukri, Monster, Jobs Ahead & times jobs
- Taking HR Round Interview & Salary negotiation
- Assisting in framing, analyzing and revising the existing HR policies
- Maintained Database and Personnel File
- Co-Ordination with Recruiters/Candidate to get the proper onboarding details of the candidate
- Prepare the Offer Letter, Employment Agreement, share them along with the employee handbook and other on-boarding forms
- Work with Insurance agents to get the Insurance Enrollments for candidates & solve their Insurance related queries
- Responsible for complete joining and orientation Formalities of new employees.
- Managing the time office
- Involvement in the Welfare Policies like Anniversary & Birth day Gift Distribution
- Handling the queries of the Employee pertaining to the Health Insurance and other Benefits

COMPUTER SKILLS

- Intermediate (MS-Words, MS-PowerPoint, MS-Excel) Internet Concepts
- Intermediate Knowledge in Adobe Photoshop – Photo Editing
- Intermediate Knowledge in Adobe Premiere Pro – Video Editing

LANGUAGES

- English, Tamil (Spoken & Written)

INTEREST & ACTIVITIES

- Meeting People and Communicating
- Willingness to walk some extra miles for achieve excellence
- Absolute Workaholic
- Highly motivated & self-driven
- Readiness to face challenges
- Effective Communication Skill
- Willingness to learn
- Possess good communication and strong team player
- Strong organizing capabilities & good at people skills
- Decision making abilities & strong believer in work