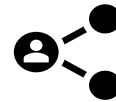


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US IMMIGRATION & HR

To get a career in Global HR and Immigration professional where I can contribute my knowledge and skills for growth and development of the organization and to be able to implement solutions that meet the requirements using my variety of skills, acknowledged and technical expertise.

Overview:

- Overall, 7+ years of experience in US HR and Immigration services, including over 1 year of experience in Global HR and Immigration services.
- Proven ability to deliver high-quality solutions within scheduled timeframes.
- Strong management skills and leadership qualities for effective team management.

Professional Experience:

Project-1

- ❖ Company: Reckitt Benckiser Healthcare India Private Limited From May 2024 to Present
- ❖ Job Title: Executive HR Operation Immigration

Responsibilities:

- Oversee immigration operations for the US, UK, European countries, LATAM, SOA, ASEAN, and ANZ.
- Execute case follow-ups for documentation and address employee and vendor inquiries.
- Foster and maintain robust working relationships with vendors, including Deloitte, D&M, Green & Spiegel and etc. as well as internal stakeholders.
- Provide support to international transferees with work authorization paperwork inquiries.
- Address stakeholders' questions via Teams meetings and emails.
- Leverage end-user platforms such as ServiceNow and HR SuccessFactors (SAP SuccessFactors).
- Perform follow-ups with transferees and vendors to ensure timely completion of the immigration workflow.
- Stay abreast of global immigration regulations and policies to ensure compliance with current laws.
- Update and maintain internal process documents in alignment with current immigration laws.
- Independently lead immigration initiatives and best practices to ensure employee satisfaction.
- Conduct HR reporting and data analytics to inform strategy execution.

Project-2

- ❖ Company: Envoy Global India Pvt Limited From Jan 2023 to May 2024
- ❖ Job Title: Senior Paralegal

Responsibilities:

- Involved in filing end-to-end petitions like H-1B's (LCA, H-1B CAP, Transfer, Amendment, Extension), H-4, EAD's, Green Card (PERM, I-140, I-485, I-485J), TN, E-3.
- Involved in preparing the SOPs on various types of visas.
- Providing the training for newly joined employees.
- Involved in preparing the supporting documents.
- Coordinating with the Attorney's and Clients for required supporting documents.
- Involved in maintaining the Public Access Files (PAF), Responding to the RFE's, maintaining the reports and processing the petitions within SLA.
- Interacting with Managers and Business Heads to understand the process and requirements.

Project-3

- ❖ Company: Xtracithub Private Limited From June 2022 to Jan 2023
- ❖ Client: UIPath Tek LLC
- ❖ Job Title: Immigration Specialist

Responsibilities:

- Providing relevant parties to complete required documentation accurately and timely, including PERM (green

card), especially H-1B Visas New/Cap, Amendment, Extensions, Transfers) and Labor Certification (LCA) and RFE, PAF.

- Coordinating and Working with Multiple law firm, vendors and consultants to complete entire process in smoothly.
- Maintaining Employee Datasheets, Payroll sheet, Immigration sheet, Lead sheet, etc.
- And also handling Visa Stamping process.

Project-4

❖ Company/Client: Baanyan Software Services, Inc

From Jan 2020 to June 2022

❖ Job Title: Immigration Specialist

Responsibilities:

- End to end H1B and L1 process.
- Preparing LCA, I-129 form, I-907 form, Support/Cover Letters, Itinerary and any other related documents for H1B – Amendment, Extension and Transfer cases.
- Using Conrep HR compliance tool for create and maintain consultant date.
- Co-ordinating and Worked with Multiple law firm, vendors and consultants to complete entire process in smoothly.
- Taking care of Visa Stamping process and guide them to fill DS-160 and Appointment booking.
- Working with Vender for extension of contract and work orders.
- Absence of contract team taking care of MSA's & PO's reviewing.

Project-5

❖ Company: SreeMedhas Software Technologies Pvt Ltd

From Nov 2017 to Jan 2020

❖ Client: MP Infotech Corp

❖ Job Title: HR and Operation Executive

Responsibilities:

- On-board employees on a timely manner, creating and maintaining their profile in On-Blick.
- Working with vendors for MSA's & PO's and reviewing the same.
- Facilitate the immigration process including non-immigrant (i.e., OPT/STEM, EAD, CPT, H-1B,) and immigration petitions as it relates to extensions, amendments, transfers, and terminations.
- Co-ordinating both with Consultants and Vendors for complete the BGC process.
- Taking care of Visa Stamping process and guide them to fill DS-160 and Appointment booking.
- Coordinates PERM recruitment review with immigration counsel and business managers.
- Co-ordinating with onshore team and trying to finish the work on time.

Account Work's:

- Raising invoices to Vendor using Quick books.
- Time sheet follow-up and maintaining Hour's sheet.
- Maintaining overdue Sheet, payment received sheet and Quick books.

Skills & Technologies:

ERP: SAP R/3 ECC 6.0, 7.0, SAP HANA 2.0 and QuickBooks

HR Tool: Conrep, On-Blick, Ceipal, Success Factors

Ticketing Tool: Service Now

Modules: MM, ABAP/4, Basic Fiori, UI5

Languages: ABAP/4, SQL, Basic Java, C++

Operating Systems: Windows 7,8, 8.1, 10

Desktop Applications: MS Office, AnyDesk, WinRAR, FixWin, Team Viewer etc.

Training Skills:

SAP MM:

- Customization of Enterprise Structure, Purchasing Process and Plant Parameters Mapping the business process in line with the SAP functionality and configuration of organizational structure (to-be) with Legacy system.
- Define Plant, Storage Location and Purchase Organization for Enterprise.
- Customization of Vendor Screen Layout, Vendor Account Groups, Material Groups, Material Types and Define Number Range for Vendor Account Groups and Material Types.
- Customization of Purchasing Document Types, Number Ranges, Screen Layout for Info Records, PR, RFQ and PO.
- Customization of Release Procedure for PO, PR with classification.
- Maintained configuration on Batch Management for materials at Material Level, Plant level.
- Master data uploads and stock closing balances collection and uploaded into Production server through LSMW.
- Customizing of Inventory Management Number Range for GR, GI as per Movement type.

SAP ABAP:

- ABAP/4 Workbench Like Data Dictionary Objects and ABAP Editor.
- ABAP Reporting Includes Interactive, Classical and ALV Reports.
- Enhancement/Modification of Existing SAP Forms.
- Designed and Developed Screens Using Dialog Programming with Screen Painter and Menu Painter.
- Good Knowledge on ABAP Programs to Ensure Efficiency and Fine-Tuning Where Necessary.
- Knowledge on Interface Programming Using RFC and BAPI.
- Modifying Standard SAP Programs Using Enhancement Framework, User-Exits, Customer Exits (BADIS).
- OOPS ABAP.

Academic Career:

- B Tech with specialization in Mechanical Engineering from BPUT in year 2017.
- Diploma with Specialization in Mechanical Engineering from SCT&TV in year 2014.

Project Skills:

- One-month WORKSHOP in Nonconventional machining at CTTC during the session of 2011-14.
- Project on BATTERY IGNITION SYSTEM in Diploma of 2011-14.
- Also, a Project on AUTOMATED DRAINAGE SYSTEM in B Tech during the session of 2014-17.

Design Skills:

- Specialization in AUTO CAD at DATAPRO, Berhampur.
- Specialization in CATIA (Computer aided 3D interactive application) at CTTC, Bhubaneswar.