Curriculum Vitae

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# Objective

To work in a challenging and dynamic environment and to have value addition to the organization, which I represent and serve. I would like to seek a job that would be involving responsibility and utilizing my full potential.

**Professional Experience:**

**Having 16 + years of Total Experience in Reputed Organizations.**.

* Present working as a Regional Manager - in M/s. A.V. Immigration and Career Consultancy Pvt.Ltd.(Apex Visas) from February 2017 to till date
* worked as Sr.Counselor – in M/s. Gateway Immigration Services from Jan 2014 to December 2016.
* Worked as Counselor – in M/s. Reliance Global Services Pvt. Ltd from July 2011 to Dec 2013
* Worked as Front Office Executive – Operations in M/s. Anvin Aircon Pvt Ltd from July 2010 to June 2011.
* Worked as Secretary to CTO – Marketing in M/s. CRP Group from June 2006 to June 2010.

**CURRENT JOB PROFILE:**

* Handling Branch in terms of Business Branch Targets and Administration in all aspects.
* Identifying and acquiring new customers, as well as up-selling to existing customer bases across the region
* Effectively managing and driving the sales cycle from prospection through to successful closure
* Building strong relationships with key accounts in the region
* Developing & implementing sales strategies and plans to meet revenue goals.
* Prepare regular reports and conduct monthly meetings to review performance
* Developing and managing regional sales budgets and expenses
* Training the New Joinees with Product Knowledge.
* Recruiting the New Consultants when it required in Branch.
* Conducting Meetings before and after the Projections on daily basis to know the status on business.
* Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
* Interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
* Must counsel the clients in a proper way according to their profile with an accurate information so that they can start the process in confidence with us.
* oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
* ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
* maintain strong working relationships with all clients and colleagues.
* Must prepare all fee quotes and any information required by clients, colleagues or authorities.
* able to help the client to obtain Visas, Green cards and other documentation required.

**In short:**

The Apex Visas Consultancy , Given a great plat form to learn more about Immigration in and out of the process. My current organization has trained me to adapt to any and be successful.

## Educational Qualification :

* Bachelor of Commerce from Osmania University.
* Master of Commerce from Osmania University.

# Computer & TechnicalSkills :

MS Office ( Word, Excel, Power Point & MS Access )

Type writing English in Higher & Shorthand

# Practical Training :

Attended various training programmes sponsored by Osmania University and

also by Overseas Consultancies.

# Strengths

Aptitude to learn new ideas and quicker adaptation to the environment Hardworking, Sincerity, Honesty, Confidence

# Personal Details:

Name : Vagardas Anitha

### Husband’s Name : Sathya Narayana.V

Nationality : Indian

Date of Birth. : 28-08-1978

Languages Known : English, Hindi and Telugu

Gender : Female

Marital Status : Married

# Declaration:

I here by declare that the above furnished details are true and correct to the best of my knowledge.

Date:  **( V.Anitha )**

Place: