# Preethi G

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**Objective:**

To work with an esteemed organization that provides congenial work environment and where I can contribute towards growth of the organization using my skills and expertise.

# Summary:

* 8 years of extensive experience as a self- Motivated and result oriented professional.
* Filing New H1B, OPT to H1B, H1B Extension, H1B Transfer, H1B Amendment, PERM and I-140.
* Preparing the Employment offer letters, Experience Letters, Etc. for H1B Employees Guiding New H1b and Existing H1B Employees in resolving the Queries
* Hands on experience in drafting of Petitions and Supporting letters and other documents for H1B & GC filings. Constant follow up with the consultants and attorney in USA about the filing.

# AREAS OF EXPERTISE:

* Immigration (H1B, GC, Tourist & Business Visa)
* Onboarding
* Policy Review/Development
* Grievances
* Immigration & HR Compliance

# SKILLS:

* ADP
* Zoho
* Keka
* Prohires
* Oversee Immigration & HR department

**SOFTWARE:**

* Microsoft- Outlook, Word, Excel, PowerPoint
* ADP Workforce Now
* Zoho
* Keka
* Prohires

# Work Experience:

**SIDGS Digisol Private Limited Sep 2022 to till Date**

**Designation: Global Mobility(Immigration) & Onboarding Specialist**

**Global Immigration duties:**

* Responsible for smooth functioning and management of end-to-end immigration process for employees and external hires.
* Process employment based non-immigrant & Immigrant visa petitions and other documents primarily in the categories of H-1B’s, PERM’s & I-140’s filings & dependents permit like H-4.
* Maintaining the PAF’s.
* Hands on experience in handling STEM-OPT, H1B & I-140 RFE’s and preparing the complete documentation required to respond to 221G & USCIS Audit’s.
* Managing the application process for business and tourist visas for Singapore, Vietnam, Bahrain, and the Philippines.
* Preparing supporting documents such as covering letters, director confirmation letters, accommodation letters, and obtaining invitation letters from clients.
* Reviewing the prepared documentation and submitting it to the consulate through designated agents.
* Preparing policies such as the immigration policy, global relocation policy, and leave policy.
* Managing the employee per diem process.

**HR/On-boarding duties:**

* Issuing appointment letters and offer letters, and conducting induction programs (new hire orientation) for all new joiners.
* Initiating background verification (BGV) for new joiners.
* Creating employee IDs in Zoho (HRMS tool) on the first day of onboarding, guiding employees through the Zoho process, and ensuring they complete the required details.
* Enrolling employees in ADP, completing Form I-9 & E-verify on ADP, and assisting with I-983.
* Handling employee inquiries and grievances.
* Assisting the payroll department by providing relevant employee information (e.g., onboarding, offboarding, increment details, change in visa status, etc.).
* Maintaining all HR functions such as onboarding, employee relations, MIS, exit formalities, experience letters, and insurance benefits.
* Managing the paperwork of all employees' personal files for internal and external audits conducted in the organization.
* Validating and updating the reporting structure.
* Responding to employment verification emails from former employees.
* Administer and manage the organization's **401(k)** and **COBRA** programs.
* Acting as a backup for India HR activities.
* Policy creation (Expenses policy, Travel Policy...etc)

**XTRACIT HUB PVT LTD Oct 2020 to June 2022**

**Designation: Sr. Immigration Specialist (Team Leader)**

* Training new employees
* Hiring and staffing
* Dealing with performance problems and terminations
* Be a point of contact for all the Onboarding, Vendor contracts, Payroll and Immigration
* Maintain employee files and ensure records are accurate and up-to-date.
* Collect employee information and coordinate with HR Manager to submit employee Leaves of Absence Requests
* Managing team queries and taking scrum calls on daily basis.
* Process employment based non-immigrant & Immigrant visa petitions and other documents primarily in the categories of H-1B, GC, I-140, OPT, CPT, EAD s, E-3, L1.
* LCA filing for employees, H-1B Amendment, H-1B Extension, H-1B Transfer along with the maintenance of PAF.
* Reviewing the H-1B, H4, I-140, and PERM drafts.
* Filling Form, I-129, I-129H, I-129DC, LCA and Petition Support Letter.
* Conducting mock interviews for employees appearing for personal interviews for H1B visa stamping at US consulates and preparation of complete and accurate documentation and guiding on filling the DS-160.
* Hands on experience in handling STEM-OPT, H1B & I-140 RFE’s and preparing the complete documentation required to respond to 221G.
* Clearing the invoices of attorney team and maintain and prepare the payroll data of US H1B employees
* MIS report creation for all the cases of H1/GC/ H4/221G/RFE’s/Visa stamping and the LCA initiations manually.
* Prepare visa cancellation/revocation letters for the USCIS
* Work closely with internal teams like recruitment, HR, business, and employees for visa application processing.

**SKILLS**: H1B, GC, I-140, RFE, STEM OPT RFE, H4, L1, LCA, PAF, 221G, I-129, I-539, I-765, PERM/ ETA-9089, I-824, I-907, FLAG, DOL, E3, DS-160, PWD.

# IT AMERICA Inc. Sep 2019 to Oct 2020

**Designation: Sr. Immigration Executive**

* Collecting the H1B/GC Documents as per the checklist. Screening all the documents as per the checklist and getting the petition ready.
* Verify wage details for respective designation in OFLC data center with the help of county’s as per location for filing of LCA in FLAG portal.
* Filling I-129, I-539, I-765 if there are any dependents (H4 dependents), I-907 for premium processing (if required to file the case in premium) and sending it to on shore team for mailing it to USCIS.
* Support to Attorney H1-B, H4 petitions and GC filling, Addressing of both H1B & I-140 RFE’s.
* Helping our Attorney to process GC for our employees.
* Assist employees in H1-B stamping process by preparing documents, handing over /dispatching documents and briefing the consultants on visa stamping process.
* Communicating with the employees and resolving any immigration queries which they have.
* Issuing of appointment letters, employment verification letters, and experience letters to employees.
* Sending an email to the employees who falls in 180 day’s categories for their H1B renewal.
* Follow up on updated PO’s with vendors whose PO got expired.
* Coordinating with on-shore HR team
* Pass on the H1B Receipt numbers to applicants and notifying once the case is approved.

**Environment:** LCA, H1B Cap, H1B Amendment, H1B Transfer, H1B Extension, H1B Termination, H1B stamping, Updated PO’s, GC.

# South India Projects Limited (JNIT Technologies Inc) Nov 2016 to Sep 2019 Designation: Sr. HR Immigration Associate

**Roles & Responsibilities:**

* Experienced in USA Non immigration filing H1B, L1, H4 petitions, H1B extensions, H1B Amendment responding RFE’s
* Applying all types of LCA's (includes location change, project to project) at ICERT visa portal system.
* Verify wage details for respective designation in OFLC data center with the help of county’s as per location for filing of LCA.
* Filling/ reviewing new H1/transfer/extension/change of status/amendment petition and also H4 petition
* Filling I-129, I-539 if there are any dependents (H4 dependents), I-907 for premium processing (if required to file the case in premium)
* Issuing of appointment letters, employment verification letters, and experience letters to employees if needed for visa stamping.
* Monitor and respond quickly towards the requests received on H1 visas, filing H-1Bcap cases opens on April month, H-1B amendment, H-1Bextension, H-1Btransfer, H4 dependents visa filing.
* Preparing and issuing the letters as per consultant request (offer letter, Employment letter, Relieving

letter, H4 Sponsorship letter, Tourist visa letter, Vacation letter so on.)

* Follow up and Collect Employees Timesheets of Employee.
* On boarding employees, issuing offer letter, taking care of I-9 & E-Verify, I-983 process.

# USM BUSINESS SYSTEMS AUG 2015 to Nov 2016

**Designation: Technical Recruiter**

**Roles and Responsibilities:**

* Involved in full Recruitment life cycle which includes sourcing, screening and placing personnel in quick turnaround time in contract C2C and CTH positions.
* Understanding the client’s requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Expert in using job portals like Dice, Monster, Corp-Corp, Career builder, etc.
* Enhancing company’s database to be used by all recruiters for sourcing purposes.
* Identify the resume that best suits the client requirements, through various sources like Job Sites, Referrals, Contacts, Database, and Third Parties.
* Timely communication with candidates and vendors for their availability for contract, salary negotiation, relocation, etc.
* Recruitment of Citizens, Green Card Holders and H1B consultants as per the client requirement for various projects.
* Checked consultant’s suitability from relocation, bill rate & skills set point of view.
* Willing to relocate or not. Corp-to-Corp, H1 Transfer, W-2 or 1099. Expert in **H1B consultant’s Sales**. Date of availability (not conflicting with start date). Getting **NCA Document** from employer.
* Maintained Hotlist available in Yahoo, Google groups. Sending requirements to yahoo, google groups and Vendors. Identifying Potential Vendors and maintaining good relations with them.
* Got NCA Document from Employer. Sent NCA Document to Vendors. Got Interview Schedule from vendors. Made phone calls regarding Update on submissions.
* **Two references from last two projects**. Negotiated any constrains regarding Face-to-Face if required from a particular client. Negotiated the Rate with consultant & getting Pre-Interview Agreement signed from the consultant & Non-Compete Agreement signed from their employers (**In case of W-2 or 1099 Non-Compete Agreement signed from the consultant**).

# Scholastic Profile:

**B. tech (2014) : Nova College of Engineering and Technology**

**Inter (M.P.C) (2010) : Narayana Junior College**

**SSC (2008) : Takshasila High School**

# Preethi