




# Renju R Karun

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## Summary

To be a key player on a highly motivated, productive and innovative management team wherein I could utilize my professional competencies to achieve the organization's collective goals and lead it to success, while enhancing and enriching my skills.

## Core Competencies

- Strategic Planning
- Operational Excellence
- Research & Analysis
- Resource Allocation
- Solution Selling
- Competitive Intelligence
- Case Processing
- Project Management
- Team Leadership
- Outbound Marketing
- Communication
- Customer & Staff relation

## Professional Experience

❖ **Associate Consultant – Immigration {03.5yrs}** **2014-2018**  
**Fragomen Immigration Services & Pvt ltd.**

- Drafting Immigration process including H-1B, L-1B, L-1A, L-1B, H4 & B etc.
- Authenticate, evaluate and review applications and work permit related documentation.
- Conduct quality checks to ensure company's adherence to processes and protocols.
- Sorts, Prioritizes and Distributes mail and respond to general enquiries concerning area activities in accordance with established policies and procedures.
- Collect and verifies data and prepare and update recurring and routine reports.
- Create, maintain and update various information databases into the concern Lotus Notes CRM system
- Establishes and maintains record keeping and filing systems; classifies, sorts and files correspondence records and related documents and refers problem to management for resolution.
- Maintain a repository of all visa related documents for different clients. Oversees effective and timely delivery of end to end immigration services to valued clients.

❖ **Business Associate – Insurance {07 months}** **2018-2019**  
**TATA AIA Life Insurance Pvt ltd.**

- Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures.
- Investigate, evaluate and settle claims and applying technical knowledge and human relation skills to effect fair and prompt disposal of cases.

## Education

- **BTech, Information Technology** **2009-2013**  
School of Engineering, CUSAT  
Course completed in 2013.
- **Higher Secondary Education** **2006-2008**  
St.Mary's Higher Scondary School, Pattom, TVM  
Completed HSE – Science group with 75%
- **Secondary School Education** **2005-2006**  
St.Mary's Higher Scondary School, Pattom, TVM  
Completed SSLC with 72%

## Activities

- **Muthoot Corporate Cricket League** - Represented Fragomen.
- **Infopark Corporate Badminton league** - Represented Fragomen.
- **Unversity Cricket** - Represented College team.

## Technological Proficiencies

- Microsoft Office Suite
- Lotus Notes
- Hubspot
- VFS Global
- Aiura

## Personal Details

- Date of Birth : May 12, 1991
- Gender : Male
- Citizenship : Indian
- Marital Status : Married
- Spouse Name : Neethu P M {Social Media Manager}
- Languages known : English, Malayalam, Hindi & Tamil
- Passport Number : S3413378

## Declaration

I hereby declare that all the above mentioned informations are true to the best of my knowledge and belief.