# C:\Users\Acer\AppData\Local\Microsoft\Windows\INetCache\Content.Word\New_Doc.jpgGrishma Kothari

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**Address:** 103 Jyoti Castle, Sai baba park,

Evershine nagar, Malad (west),

Mumbai- 400064

**CAREER SUMMARY**

* Motivated and enthusiastic employee having experience of 5+ years as an immigration officer
* Well organized and provide accurate and timely decisions to the stakeholder
* Approachable, well presented and able to establish good working relationships with a range of different people
* Currently looking for a career advancement opportunity with a company that will allow me to develop my skills and potential

**WORK EXPERIENCE**

* **Name of the organization**: Immigration New Zealand
* **Designation**: Immigration officer
* **Experience**: October 2013- till date
* **Duties**:
* **Assess and Decide visa applications**

1. Processing student visa applications from Indian subcontinent (India, Sri Lanka, Nepal, Bangladesh and Sri Lanka) Americas (North America, South America, Central America and the Caribbean) Soviet Union (Russia, Ukraine, Uzbekistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Moldova, Armenia and Azerbaijan)
2. Complying with immigration instructions and following the established Standard Operating Procedures set by the ministry
3. Using established interviewing, site visit and assessment techniques to obtain all relevant information to make quality and timely decisions
4. Using judgement to prioritize and make quality recommendations or decisions
5. Communicating with stakeholders in a clear, concise and timely manner
6. Documenting assessment rationale, preparing reports and correspondence

* **Immigration advice**

1. Providing accurate and timely advice on all immigration law, policy and procedures to clients and third parties in an effective manner
2. Managing client expectations which includes:
3. Outlining the expected application assessment process and timeframe
4. Keeping the client up to date on the status of their application

* **Risk identification and mitigation**

1. Using risk mitigation, verification processes and profiling tools/systems to manage risk for application assessment and document findings in relevant systems and tools
2. Proactively identifying trends in risks and communicating them with relevant staff or managers

* **Administration support**

1. Checking and/or distributing information for internal and external stakeholders
2. Providing file management support for physical/electronic files
3. Liaising with customers, third parties and stakeholders to obtain further information or answer queries
4. Completing data entry whenever necessary

**INTERNSHIP**

* Worked for a government company called “Rashtriya Chemicals and Fertilizers Ltd” as an intern

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of the Institute/ School** | **Name of the University/ Board** | **Percentage Obtained %** | **Year of Passing** |
| Post Graduate Diploma in Management | Thakur Institute of Management Studies and Research | Thakur Institute of Management Studies and Research | 60.00 | 2013 |
| Bachelor in Management Studies | Usha Pravin Gandhi College of Management | Mumbai University | 75.5 | 2010 |
| HSC | Bhavans College | Maharashtra Board | 71.17 | 2007 |
| SSC | Shree Nutan Vidya Mandir High School | Maharashtra Board | 64.66 | 2005 |

**ACCOMPLISHMENTS**

1. Participated in “Kiwi Link” to promote New Zealand as an ultimate tourist destination
2. Travelled to New Zealand as a User Acceptance Tester to work on visitor and work online form

**CORE COMPETENCIES**

1. Analytical thinking
2. Quick decision making
3. Providing customer service
4. Flexible
5. Resulted oriented

**PERSONAL DETAILS**

* **Date of Birth** : 7th November, 1989
* **Languages Known** : English, Hindi and Gujarati
* **Marital Status** : Single
* **Hobbies** : Travelling and Reading fiction books