**SOUMIA PUSHPAHASAN**

Ambady,

Mobile: 8086120297 puranattukara P.O.,

Mail: [soumiapnair@gmail.com](mailto:%20soumiapnair@gmail.com) Thrissur District,Kerala

PIN-680551.

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction, self development and help me achieve personal as well as organization goals.

**ACADEMIC PROFILE:**

* **MA – ENGLISH LITERATURE (2010 – 2012)**

**Name of institution :** PG centre, thrissur

**Awarded By :** Calicut University

**Percentage :** 55

* **BA – FUNCTIONAL ENGLISH (2007 – 2010)**

**Awarded By**: Calicut University

**Name of the Instituion** : Vimala College, thrissur.

**Percentage :** 76.25

* **HIGHER SECONDARY EDUCATION (2007)**

**Awarded By**:Central Board of Secondary education,Delhi.

**Name of the Institution**: Kendriya Vidyalaya, Thrissur.

**Percentage**: 72.6

* **SECONDARY EDUCATION** **(2005)**

**Awarded By**: Central Board of Secondary Education, New Delhi.

**Name of the Institution**: Kendriya Vidyalaya, palakkad.

**Percentage**: 66.8

**STRENGTHS:**

* A proactive learner, flexible and optimistic.
* Good communication skills**.**
* Focussed and punctual.
* Passion for writing
* Adaptive in nature**.**

**COMPUTER SKILLS:**

* Post Graduate Diploma in Computer Applications **(2008)**

Institution : Gtech

Percentage : 75

**PROFESSIONAL EXPERIENCE**

* **CANAPPROVE CONSULTING SERVICES**

(June 2014 – July 2015)

**Designation** – IMMIGRATION CONSULTANT

**Roles and responsibities**

* Checking all the legal documents of the client and informing them in case of any discrepancy in any of the documents.
* Managing complex policies and process
* Maintaining visa and immigration cases related folders in a computerised system
* Interviewing all the clients and dealing with each client personally
* Intimate all the legal issues that surround the immigration regulations without fail and provide assistance in any legal procedures to be fulfilled by the client.
* Providing a proper checklist of all the documents necessary for immigration such as passport, birth caertificate, educational credentials etc to clients before initiating immigration processing
* Generating and submitting reports of all the immigration files handled in a month to the management of the company.

* Worked as a freelancer content writer in **FREELANCER.COM** for 3 months and handled projects related to travel and tourism.

**PROJECTS:**

* **TRANSLATION**

Did a translation project of translating 3000 words from hindi to English and vice versa while doing graduation

**ACHIEVEMENTS:**

* Best performer in the months of august, September and October 2014
* College level academic topper in the first year and final year graduation
* Event co-ordinator, film festival conducted by Vimala college

**HOBBIES:**

* reading
* cooking
* dancing.
* Gardening

**LINGUISTIC PROFICIENCY:**

* SPEAK : English,Malayalam,Hindi
* READ : English,Malayalam,Hindi.
* WRITE : English,Hindi.

**PERSONAL PROFILE:**

NAME : Soumia Pushpahasan

DATE OF BIRTH : 15,September,1989.

GENDER : FEMALE.

FATHER’S NAME : Pushpahasan

MOTHER’S NAME : Valsala Pushpahasan

NATIONALITY : Indian.

MARITAL STATUS : single

DECLARATION:

I, hereby declare that all the information provided above is factual and genuine to the best of my knowledge.

(Soumia Pushpahasan)

Place:Thrissur.

Date: