

CURRICULUM-VITAE

Neha V Joshi

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CAREER OBJECTIVE

Being a hard worker with positive attitude, good communication skills and computer proficiency, I aspire to prove my talent in the fast moving world. I would be more interested in learning new skills that the work will offer and ability to work in a team and in a high-pressure, demanding and time-bound environment.

WORK EXPERIENCE

Company: Polinsys Immigration Services India (P) Ltd , Cochin.

Current Position: Associate Consultant – Immigration Services (March 05, 2018– Present)

Major responsibilities include:

- Provide necessary information to clients on all immigration rules pertaining to the country of visit or employment as necessary.
- Advise clients on the best ways to obtain work permit and other visa approvals by providing the correct process well in advance.
- Intimate all the legal issues that surround the immigration regulations without fail and provide assistance in any legal procedures to be fulfilled by the clients.
- Read and translate all the immigration documents so that the clients can understand and decipher all the immigration rules before processing any application.
- Help client in filling immigration papers with the respective consulate and also assist in follow-up of the status from time to time.
- Provide counseling to clients on the procedure that are required to be followed for attending the immigration interviews.
- Represents the clients when necessary for any immigration proceedings and take care of all legal issues as may be necessary.
- Providing proper checklist of all the documents necessary for immigration such as passport, visa, permit etc...to the clients before initiating the immigration processing.
- Conduct surveillance on the various documents to ensure that clients are submitting genuine documents and report all fake documents to the consulate if necessary.
- Generating and submitting reports of all the immigration files handled in a month along with statistics to the management of the company.

EDUCATION DETAILS

Degree	Institution	Board/University	Year	Aggregate Percentage
Bachelor Of Technology(Electronics and Communication)	MET'S School of Engineering, Mala,Thrissur	University of Calicut	2013-2017	67%
Higher Secondary	St.Sebastians HSS,Gothuruth	State Board Of Examination	2010-2012	89%
Secondary School	H.D.P.Y Senior Secondary School	CBSE Board Of Examination	2010	94%

TECHNICAL SKILLS

Programming Languages	MS Office,Microsoft Word,Internet
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PROJECTS

1	AUTOMATIC BURGLAR DETECTION SYSTEM
Designed GSM based automated device to prevent theft in banks,offices,etc using GSM module..	
2	AN ENHANCED FALL DETECTION SYSTEM FOR ELDERLY PERSONS
Designed a device based on GSM technology to prevent elderly people from injury due to falling.	

PERSONAL PROFILE

Name	:	Neha V Joshi
Date of Birth	:	14 October,1994
Gender	:	Female
Marital Status	:	Single
Nationality	:	Indian
Language Known	:	English, Malayalam
Hobbies	:	Listening Music,Crafts

Declaration

I hereby declare that the details given above are true to the best of my knowledge.

Date:

Place:Madaplathuruth

Neha