+971-506829622

✉ **snehashaju1201@gmail.com**

📍 **Dubai, U.A.E**

PERSONAL INFO

Nationality	**:**	**India**
Gender	**:**	**Female**
DOB	**:**	**12/02/2001**

PASSPORT DETAILS

Passport No.	**:**	**X6257909**
Date of Expiry	**:**	**05/02/2033**
Visa status	**:**	**Visit visa**

ACADEMIC QUALIFICATION

- **BTech in ECE   (2019 - 2023)**
  Vidya Academy of science and technology Kerala, India

- **Higher Secondary   (2017 - 2019)**
  State Board of Higher Secondary Education Kerala, India

- **Secondary   (2016 -2017)**
  State Board of Secondary Education Kerala, India

KEY SKILLS

- **Document Preparation**
- **Office Supplies & Inventory**
- **Accounting**
- **Staff Compensation**
- **Administrative Support**
- **Office Organization**
- **Management Support**
- **Customer Inquiries**

SNEHA SHAJU

PROFILE

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company

PROFESSIONAL EXPERIENCE

IMMIGRATION CONSULTANT
December 2023 – April 2024
Capital Immigration Consultancy, Business bay, Dubai, U.A.E

DUTIES AND RESPONSIBILITIES:

- Making calls with the leads provided and meet the clients in the office and explain the suitable immigration programs and signing them up
- Participating in the events & seminars and explain the process to the clients and closing the deals.
- Provide immigration advice to clients who looking to relocate internationally and have experience dealing with clients of different nationalities.
- Maintain strong internal relationship with the colleagues to create a positive work environment.
- Learn the new immigration rules from different sources and attend the training sessions conducted by the managers and implement the leaning in the consultation sessions.
- Must be able to generate revenue as per laid down targets from product specific conversions.

PROCESS EXECUTIVE (COMPLIANCE)
July 2022-October 2023
Federal Operations and Services, India

DUTIES AND RESPONSIBILITIES:

LEAs/Statutory bodies/regulators query handling :
- Support them in investigation against fraudulent transactions done by federal bank customers.
- Customer information (AOF,KYC,SOA) and their transaction details like IMPS, NEFT, RTGS , UPI,Inward and outward Trading, System IP logs,CCTV footages etc.
  Transaction Monitoring and Fraud Prevention for Neo banking:
- Identify suspicious transactions based on the transaction reference number provided by various police departments. Necessary actions like freezing, lien marking etc is to be taken for such accounts.

SOFTWARE PROFICIENCY

- **Ms Office**
  Word | Excel | PowerPoint | Outlook
- **Finacle**
- **Payroll Management**
- **Python**

LANGUAGES KNOWN

- **English**
- **Malayalam**
- **Hindi**

- Investigating complaints and reports and taking appropriate corrective action.
- Collaborating with other departments such as legal and finance to ensure compliance with regulations and standards.

CERTIFICATIONS

- Certified in introduction to programming using Python through the Manorama Horizon certification program.
- Successfully completed the 'Excel Course' offered by Cursa.