



ANDRIA MARY K B

ADMISSION & VISA OFFICER

CONTACT

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SKILLS

- Visa Processing
- Attention to Detail
- Regulatory Compliance
- Organizational Skills
- Customer Service
- Problem - Solving Skills

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi(Intermediate)

REFERENCE

Sharon Sebastian
Admission Manager
Email Id: De97@santamonicaedu.in

PERSONAL INFORMATION

Nationality: Indian
Date of Birth: 06/07/1999
Visa Status: Visit Visa
Expiry Date: 01/11/2024
Passport Number: W2227667



PROFILE

Highly motivated and detail-oriented Admission and Visa Officer with over 2 years of experience in managing student admissions and visa processes. Possesses extensive knowledge of International student requirements, visa regulations, and Institutional policies. Demonstrates strong organizational communication skills, with a proven track record of fostering positive relationships with students, staff and external agencies.



WORK EXPERIENCE

Santamonica Study Abroad Pvt Ltd 05/2022 - 08/2024
Admission and Visa Officer

- Application Review and Processing: Evaluated and processed over 500 student applications annually, ensuring accuracy and compliance with admission criteria.
- Visa Application Assistance: Assisted students with visa applications, ensuring adherence to immigration laws and timely submission.
- Communication and Advising: Provided detailed Information and guidance to prospective students their families through emails, calls and Information sessions.
- Documentation and Record - Keeping: Maintained comprehensive records of all applications, ensuring data accuracy and easy retrieval.
- Coordination with Institution and Authorities: Liaised with educational Institutions and Immigration authorities to facilitate smooth admission and visa processes.
- Customer Service: Addressed inquiries and resolved issues efficiently, maintaining a high level of customer satisfaction.



EDUCATION

Bachelor of Business Administration 2017 - 2020
Mahatma Gandhi University

INTERNSHIP

Eastern Mattresses Pvt Ltd 11/2019 - 12/2019
Internship on Employee Absenteeism