

Govindavarthini S

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Address: 10/1 1st cross 1st main Shakti Ganapathy Nagar Kamla Nagar Market,
Basaveshwara Nagar, Bangalore 560079

Work experience

Global Tree Immigration

December 2015 — Present

Sr. Immigration Coordinator

Key Responsibility Areas:

- Team Incharge
- Handle Walk-ins & on-spot registrations
- Follow up with clients in the given database from pre-closure and continue post closure
- Email & Phone communication
- Report generation

Xiphias Immigration Pvt Ltd

November 2014 — October 2015

Sr Business Analyst - Manager

Key Responsibility Areas :

- Team handling
- Canada & Australia Visa consulting
- Client Data Management
- Point of contact for Walk-in

HCL Career Development Center

October 2012 — April 2014

Program Advisor & Team Lead - Business Development

Key Responsibility Areas :

- Business Development
- Counseling & Cold calling
- Maintaining student database
- In Plant Training Promotional activities
- Giving presentations in Colleges
- Team building activities
- Team Review meetings

Qualifications

- Well equipped with Immigration details of Canada, Australia
- Best performer October, November, December 2012
- Outstanding team performance award for the month September 2013
- Best Team Leader for October, November, December 2013

- **Best In Plant Training performer** for **October, November, December 2013**

Interests

- Immigration
- Consulting
- Counseling

Education

Bachelor of Engineering

September 2008 — July 2012

Oxford Engineering College, Anna University, Trichy

CGPA = 7.86

Higher secondary

June 2006 — May 2008

Oxford Matriculation Higher Secondary School, Sivaganga

Percentage = 83.75

High school

June 2005 — May 2006

Raja Higher Secondary School, Sivaganga

Percentage = 90.04

References

Mrs Banupriya

Center Manager

HCL Carrer Development Center

Vadapalani, Chennai.

Mail: bhanuramaraj@gmail.com

Contact: 9884435955.

Personal Info

D.O.B - 29 Oct 1990

Marital Status - Single

Father's Name - Sridhar

Nationality - Indian