

ASMITA KARKI

Visa Filing Officer

PERSONAL PROFILE

I am an experienced Visa Filing Officer who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

CONTACT DETAILS

Mobile: +918307709281
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SKILLS AND ABILITIES

- Review and verify visa documents for accuracy and completeness
- Prepare and submit visa applications as per embassy requirements.
- Schedule interviews, biometrics, and other visa-related appointments
- Stay updated on immigration laws and policy changes.
- Fast learner
- Team player
- Hard working
- Effective communication for clear guidance to clients
- Proficiency in using visa portals and documentation tools
- Strong knowledge of visa procedures and regulations
- Content Writing
- Efficient use of Chat GPT and AI tools
- Languages Known: Hindi, English, Nepali

INTEREST-

- Visa Counselling

HOBBIES-

- Reading & Writing

EMPLOYMENT HISTORY

Visa Filing Officer (Study + Tourist)

SAS Migration Group | March 2024 - Till

I am responsible for managing the visa application process for clients, ensuring compliance with immigration regulations, and providing end-to-end support to secure successful visa outcomes. I handle all the procedures related to tourist visa filing.

I have earned skills how to proceed the tourist visa files of countries like Canada, Australia, UK, Schengen countries, Algeria, Uganda, Nigeria and Egypt. Additionally, I am well aware of the process and documentation of Canada study and Australia Study with before and after visa processes.

Visa Filing & Admission Officer (Study + Tourist)

Oneway Visa Consultants | Feb 2023 - Feb 2024

I was responsible for managing both visa application processes and admission procedures for students or clients applying to educational institutions abroad. Along with that, I handled tourist visa clients with their application.

ACADEMIC PROFILE

Kurukhstera University

Bachelor of Business Administration (2019 - 2022)

National Examination Board (Nepal)

Higher Secondary Education (2018-2019)

Secondary Education (2016-2017)