

# ASHMY JOHNSON

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Manama, Bahrain



## Objective

Hardworking and versatile Administrator with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities



## Experience

### Alpha Visas and immigration

May 2021 - Present

Case officer

- Coordinates the application process from inception to end.
- Work to identify proper immigration programs for clients based on their current profile.
- Help clients complete forms and provided documentation to acquire visas, green cards, and other associated documents.
- Process all passport and visa forms received on a daily basis.
- Check all details and print off relevant forms required to complete the process for the embassy.
- Undertake any reasonable task that may be required by the Operations Manager or any of the senior management team.
- Maintaining client files and records.
- Generating agreements and invoices for registered clients.

### Genius Early Learning Centre

April 2019 - April 2021

Office Administrator

- Supervising staff and dividing responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of school supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.

### Genius Early Learning Centre

December 2018 - April 2019

Teacher

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Prepare materials and classrooms for class activities.
- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.

## Aabasoft Technologies

July 2017 - December 2018

Proces Executive

- Handle calls from customers or clients and provide them with a solution to their queries.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Filter and clean data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work with management to prioritize business and information needs.

## Education

St. Teresa's college, Ernakulam

2017

B.sc Computer Applications Triple Main

70%

## Skills

M.S Office

Java

C++

SQL

## Achievements & Awards

- Prepared Home Schooling Curriculum for Kindergarten during the year 2020 -2021.
- Achieved individual performance award (for achieving target) in May 2018 from Aabasoft Technologies.
- Achieved outstanding achievements & contribution Award in December 2017 from Aabasoft Technologies.
- Completed the Course on MS Office with first class.

## Language

English

Hindi

Malayalm

## Personal Details

- Guardian Name: Joseph Roger
- Date of Birth : 01/05/1996
- Languages known: English, Hindi, Malayalam
- Gender: Female
- Marital Status : Married

## Declaration

I declare that all the above details are true, complete and correct to the best of my knowledge and belief.

Place : Bahrain

Ashmy Johnson