

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