

CURRICULUM VITAE

Suganya M

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PROFILE

Experienced Visa Executive with 2.5 years in the travel industry, specializing in visa documentation and client support. Skilled in managing visa processes for multiple countries with a focus on accuracy and customer satisfaction.

CAREER OBJECTIVE

To obtain a responsible position in a reputed organization where I can utilize my skills in visa processing and client services to deliver high-quality travel documentation support and contribute to operational efficiency.

JOB PROFILE

Visa Executive

Avocet Tours and Travels Pvt. Ltd.

March 2023 – June 2025

- Managed end-to-end visa processes for tourist and business travel.

Sales Coordinator

Ramraj Agencies

October 2020 – June 2022

- Coordinated sales processes, client orders, and follow-ups with internal teams.

Receptionist cum Secretary

Vikasa Speciality Clinic

December 2017 – June 2019

- Handled reception duties, appointment scheduling, and administrative tasks.

WORK PROFILE

- Processed visa applications for USA, UK, Canada, Australia, and Schengen countries.
- Verified documents and ensured embassy compliance.
- Communicated with clients via phone, email, and in-person.
- Scheduled appointments and followed up with embassies and clients.
- Maintained accurate records of applications and approvals.
- Monitored updates in visa regulations and processes.

ACHIEVEMENTS & EXPERTISE

- Expert in handling visa refusals and successful reapplications.
- Secured 80 Australia tourist visas for a school group – 100% success rate.
- Achieved 95% success rate in business visa group applications.
- Managed and received approval for 70 Malaysia school group visas .
- Resolved a long-standing USA visa profile issue in just 2 days.

ACADEMIC PROFILE

- B.Sc., Madras University – 2014 – 70%
- B.Ed., Tamil Nadu Teachers Education University – 2015 – 74%
- M.Sc., Madras University – 2018 – 70%

SKILLS

- Visa Appointment Scheduling (VFS, BLS Portals)
- Cover Letter Preparation
- Problem Solving & Error Resolution
- Microsoft Office (Word, Excel)

DECLARATION

I hereby declare that the above-furnished information is true to the best of my knowledge and belief.

Date:

(Suganya M)

Place: