

# Suganya Munusamy

## Visa executive

+91 9094516042

suganya.saraswathi94@gmail.com

Balagi Appartments  
7/10 Venkatraman Street  
Teynampet Chennai 18

## Education

### Master of Science

Valliammal College For Women

2015-2017

### Bachelor of Education

C.S.I.Bishop New Bigin College For Education

2014-2015

### Bachelor of Science

AnnaiVeilankann's College For Women

2011-2014

## Expertise - international Visa

- United Kingdom
- United States of America
- Australia
- Canada
- Schengen Countries

## Language

English

Tamil

## Objective

To obtain a Visa Assistant position in a reputable travel agency where I can utilize my skills and experience to facilitate smooth visa processing for clients.

## Work Experience

### Avocet Tours and Travels Pvt Ltd

Visa Assitant

2023

- Visa processing and documentation
- Customer service and client relations
- Problem-solving and decision-making
- Proficiency in Microsoft Office
- Attention to detail and organizational skills

### Ramraj Agencies

Sales Coordinator

2020

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2022

### Vikasa Speciality Clinic

Secretary/Receptionist

2017

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2019

- Answering calls, taking messages and handling correspondence
- Scheduling appointments
- Maintain patient records