

Gavara Raja Pradeep Chand

cgavara@outlook.com

+91-8019-710-816

Career Objective:

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Skill set:

Human Resources Management, Global Mobility - Immigration-H1B Application, Visa Processing, US Work Permit, Behavioral Skills – Verbal and Written Communication, Document Review, Microsoft Office – Power Point, Microsoft Office, Microsoft Word, Microsoft Excel, Excel Functions, PivotTable, Pivot Charts, PowerPivot, PowerPivot KPIs, VLOOKUP(), HLOOKUP(), Excel VBA Concepts, Behavioral Skills – Learning – Eagerness, Behavioral Skills – Creative Thinking, Behavioral Skills - Interpersonal skills, Leadership skills, Work Management, Analytical Skills, Team Player and Problem Solving skills.

Education:

- Post Graduate Diploma in Business Administration, Symbiosis Centre for Distance Learning, India – Currently Pursuing.
- Bachelor of Technology in Civil Engineering - 2017, Vignan Institute of Information Technology, JNTUK, India.

Technical Qualification:

Languages: Basics of C

Packages: MS Office

Operating Systems: Windows 7, 8, 10

Certifications: Learn HR Fundamentals for a career in Human Resource, Microsoft Excel – Excel from Beginner to Advanced, AutoCAD, Staad-Pro, Revit.

Academic Project:

- Detailed study in Stabilization of Black cotton soil with ground granulated blast furnace slag under static loading.
- Underwent a 2 months project-cum-Internship in Constructions of Buildings in STBL Projects Ltd, Visakhapatnam, 2016.

Achievements:

- Achieved 1st Place in State and National Level Karate Championship, 2012.
- Achieved 1st Place in Inter-School Volleyball Championship, 2010.
- Organized “VIGNAN VISTA” Technical fest, 2016.

Professional Experience:

Sep 2019 – Mar 2020	Immigration Specialist	Manpower Group
(IBM India Private Limited, Bangalore)		

Tools: Assignment Pro

Roles & Responsibilities:

- Involved in the end-to-end process of H-1B Cap 2020-2021 for IBM employees.
- Good hands on experience with different USA visa petitions such as H1B Cap, Extension, Transfers, Amendment filing.
- Act as the primary point of contact for employees on clarification related to H-1B process.
- Creating the case for the employee in the tool who are nominated for fresh Cap.
- Verifying and processing applications for IBM employees who are eligible to travel from India to US in H-1B visa.
- Updating details in the tool when the case is created and processed.
- Sending the H-1B Package to the employees, collecting the documents as per the checklist related to the petition.
- Coordinating and interacting with employees and their Host managers to resolve the issues in the applications as well as analyzing the root causes to avoid recurrence.
- Maintaining timely documentation of all conversations with employees within the internal database.
- Supporting the H1B CAP team by delivering a quality of the documents for submission of documents to the USCIS.
- Reviewing/Validating of the employee’s documents required as per the checklist for filing of H1B Cap application and them in the portal.
- File Labor Condition Application on behalf of employee.
- Updating LCA information in the tool once the LCA is filed.

- Filling I-129 Form and Supporting documents.
- Filling I-539 Form, if there are any dependents (H4 dependents).
- Filling I-907 Form for premium processing (If required to file the case in premium).
- Preparing cover letter with the fee information and H1/H4 supporting document information.
- Preparing support letter with the proposed job duties and other information.
- Co-ordinating with the team lead to file the petition in the right way and right time to avoid the delays.
- Organize, maintain and file legal documents, monitor status of the pending cases, track expiration dates, run reports.
- Working together with Global Assignment Team (GAT) for up to date status.
- Updating & maintaining of various reports.
- Co-ordinate with team lead to provide status update.
- Ensuring the tasks assigned to be completed on Daily/Weekly/Monthly basis.

