
Immigration Services Officer Resume

Job Objective

Seeking employment as an Immigration Services Officer Want opportunity to use my past expertise to better the organization as a whole.

Highlights of Qualifications:

- Wide managerial and administrative experience in immigration service sector
 - Proficient in typing, filing and other routine clerical and computer tasks.
 - Strong ability to provide technical and investigative support to department
 - Strong analytical ability to resolve issues, gather and analyze relevant data.
 - Outstanding ability to work in a multi task environment efficiently
 - Excellent communication and interactive skill, particularly to deal with foreign nationals
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Professional Experience:

Immigration Services Officer
Citizenship and Immigration Services, Greeneville, TN
August 2005 – Present

- Scrutinized passports and other travel documents of travelers and immigrants to verify genuineness.
- Interviewed travellers to cross check authenticity of travel documents and prevent unauthorized travel.
- Ensured all immigration procedures were in compliance with existing immigration policy, rules and legislation.
- Interacted with police department, law enforcement units, intelligence department and benefit agencies.
- Performed surveillance as per international and national intelligence report.
- Checked unlawful entry and conducted field visits to prevent people staying with out proper documents.

Immigration Services Officer
Immigration Health Services, Greeneville, TN
May 2000 – July 2005

- Defined correct course of action regarding immigration department's function.
 - Researched and analyzed various sources such as national and international laws and regulations to define roles and responsibilities of immigration department.
 - Analyzed and interpreted international treaties and other relevant legal references to support immigration department.
 - Resolved any issues regarding new applications for immigration independently in line with existing laws and procedures.
 - Processed all applications in the best interest of the state through appropriate credibility tests.
 - Communicated and interacted with law enforcing officers and customs department to check unlawful entry.
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Education:

Bachelor's Degree in Business Administration
Scripps College, Claremont, CA

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