

CURRICULUM VITAE

RINSIA REHMAN



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CAREER

OVERVIEW:

In my role as Migration Consultant for Skyways Immigration, Dubai, UAE, I was tasked with understanding the customer needs and work in a consultant capacity to offer them solutions that best suited with their requirements and eligibility criteria. The role also required for me to act in a business development capacity.

I have also worked for a boutique designer store in Coimbatore, India, managing their operations and customer relations. I am currently pursuing a Professional Certificate course in Luxury Brand Management – FAD Institute of Luxury Fashion & Style, Dubai.

Prior to joining designer store, I was Processor for Fraud and Chargeback Operations at the Royal Bank of Scotland in Chennai, India.

ACADEMIC PROFILE:

Name of Degree / Examination	University / Board	Year of Passing
Professional Certificate course in Luxury Brand Management	FAD Institute of Luxury Fashion & Style, Dubai	2021- Pursuing
Master of Business Administration (MBA)	Bharathiar University, Tamil Nadu, India	2020
Bachelor of Commerce (B.Com) with Computer Applications	Sri Krishna Arts and Science College, Tamil Nadu, India	2014

SKILLS AND STRENGTHS:

- Marketing
- Business Communication
- Critical Thinking
- Luxury
- Customer Relations
- Teamwork skills
- Cross-functional
- Social Media
- Fashion/styling
- Time Management
- Creativity
- MS Office
Proficiency

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WORK

EXPERIENCE:

Organization:	Orchids Designer Store
Job Title:	Operations and Customer Relations
Location:	Coimbatore, Tamil Nadu
Duration:	2 Years
Job Description:	<ul style="list-style-type: none">• Coordinate and supervise the activities of the store• Overseeing price and stock control• Execute merchandising strategies using visual displays throughout the store• Store and production staff management• Designing and styling• Act in a Sales/Marketing capacity as and when required• Manage all store logistics• Assist in developing marketing strategies for the store

Organization:	Skyways Immigration
Duration:	6 Months
Designation:	Migration Consultant
Location:	Dubai, UAE
Job Description:	<ul style="list-style-type: none">• Work in a consultant capacity by understanding the customer requirements and recommending them with a workable migration plan depending on their eligibility criteria for obtaining permanent residency, work permits and other related permits for Canada, Poland, Finland and Germany• Supervising the completion of all relevant immigration process and visa documentation• Reviewing applications to ensure their accuracy and completeness before submissions• Understand country-specific landscapes and trends and report on the forces that shift migration trends• Develop and execute strategic plans to achieve sales targets and expand the company's customer base• Build and maintain strong, long-lasting customer relationships• Generate regular reports for review by Sales Manager and Director

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WORK

EXPERIENCE:

Organization:	The Royal Bank of Scotland
Duration:	2 Years
Designation:	Processor – Fraud and Chargeback Operations
Location:	Chennai, India
Job Description:	<ul style="list-style-type: none">• To review and detect fraudulent transactions based on fraud reports created by the card fraud detection systems (Falcon Monitoring System) and work on cases effectively and efficiently• Highlight suspected usage on the cases listed in reports to the concerned department• Work on high risk reports created by fraud monitoring systems diligently and quickly• Dealing with daily System and Report checking• Updating daily credit card and debit card dispute cases• Authorize chargebacks if the case has chargeback rights• Keep detailed records of suspicious activity, analyze the cases and communicate security threats to the management

CO-CURRICULAR

ACTIVITIES:

- Interned with Al Murabbaa Arts Festival x FAD for the designer Areej Rimawi managing the Marketing and Sales for the brand
- Underwent 30 days industrial training under ACC (p) Ltd in the fields of Finance, Production, Distribution, Marketing, Packing and Human Resource
- Worked on a six months project on the topic “Viewers Perception Towards Surrogate Advertisement and Banning Ads” and “A Study on Online Business Strategy on Zappos.com”
- Presented poster on the topic “IFRS in the UK” in a National Level Conference on IFRS at Sri Krishna Arts and Science College and was adjudged the winner

PERSONAL

DETAILS:

Date of Birth:	13-May-1993
Sex:	Female
Nationality:	Indian
Languages Known:	English, Hindi, Malayalam, Tamil
Marital Status:	Married
Visa Status:	UAE Residence Visa
Driving License:	UAE

REFERENCES:

Available on request