

United Arab Emirates Jobs Expertini®

Visa Supervisor

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Company: Annolas Inc

Location: Dubai

Category: other-general

We are seeking a highly motivated and organized individual to join our team as a Visa Supervisor. The successful candidate will play a key role in processing Visa applications and ensuring compliance with Dubai immigration regulations. Responsibilities: Review and assess Visa applications including those for Dubai Chinese visa to ensure eligibility and compliance with relevant immigration regulations. Maintain accurate and up to date records of all immigration applications and correspondence. Communicate with applicants legal representatives and other government agencies as required. Prepare and issue necessary visa permits and other immigration related documentation. Ensure that all immigration processing activities are completed within established time frames. Provide guidance and support to applicants on immigration related procedures and requirements. Stay current with changes in immigration regulations and procedures and advise management accordingly. Monitor visa processing (renewal and nonrenewals). Perform other related duties as well. Qualifications: Bachelors degree or equivalent in related field. Minimum of 2 years of experience in visa immigration processing or related field. Strong organizational and time management skills. Excellent written and verbal communication skills. Ability to work independently and part of a team. Familiarity with Dubai Chinese immigration regulations and procedures. Ability to work well under pressure and meet tight deadlines. With good command of Chinese/Mandarin Arabic and English language. Willing to work in Dubai UAE. Salary : Open for Discussion / Negotiable. Other details to be discussed during the interview.

#J-18808-Ljbffr

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