

RU/CRC/JO/2025/046

Dated: 02th July 2025

BTW Group of Companies (Visa Executive)

About Company:

BTW Group of Companies, is a Business group with the diversified portfolio of Travel and Tourism, Food and nutrition, Tourism and Hospitality Education , Legal and Apostille services along with an e-commerce portal , as well as a business lead generation company. Our Group is the synonymous with unparalleled product quality, unrivaled expertise and incomparable customer satisfaction. We ensure a constant effort to pass on the benefit of the best costing & quality to our Customers.

The Group's head office is based in Pune - Maharashtra, committed to be a very dominant and respected player in its field creating value additions and cost effective solutions to its suppliers and clients.

Position: Visa Executive

Category: Full time job

Requirement: MBA students

Location: Pune

Salary - 15K - 18K Monthly

Job Responsibilities:

Client consultation and coordination on calls and emails

- Understanding the requirements of the clients and guiding them
- Sending quotations of Visa requirements and taking follow ups
- Verification of the documents required for the Visa and resolving the queries of the clients if any
- Processing the visa applications
- Coordination with the embassy/consulates
- Documentation
- Follow-ups

Required skills:

- Good communication skills
- Must be good in Ms Office
- Must be a good team player

Interested Candidates are advised to drop their resume in pdf format in following drive latest by 4th July, 2025.

<https://drive.google.com/drive/u/1/folders/1L9Vx2LufrMniYrYp5wBjsDK26Dux1sZ>

Copy to:

1. Departmental Coordinator
2. IQAC
3. For Circulation, 4. Master File

For queries or further information: mail: crc@raiuniversity.edu Call +91 96876 76186