

RU/CRC/JO/2025/046

Dated: 02th July 2025

BTW Group of Companies (Air Ticketing 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: Air Ticketing Executive

Employment: Full time job

Requirement: MBA students

Location: Pune, Thane, Dadar

Salary - 15,000 to 20,000

Job Responsibilities:

Understand the client requirement, coordinate with them and issue the best airfares, Search and compare airfares using GDS systems, Book, block, and issue domestic and international air tickets, Reconfirm bookings, handle cancellations, reissues, refunds, and itinerary changes, Research on different destinations domestically and Internationally, Search and collaborate for hotels, Coordinate with airlines for fare rules, flight schedules, and special service requests (SSRs), Assist clients via calls and emails, providing fare options, ticketing support, and travel advice, Ensure accuracy in passenger details and ticketing documentation, Maintain updated records of all bookings and transactions, Work closely with the sales and customer service teams to ensure seamless travel planning

Requirements & Skills:

Bachelor's degree in Travel & Tourism, Hospitality, Business, or a related field, Freshers to Minimum 1 year of experience in air ticketing, with hands-on GDS system knowledge (mandatory), Good knowledge of airline rules, ticketing policies, and global travel norms, Strong communication and client handling skills, Ability to multitask, prioritize work, and meet deadlines in a fast-paced environment, Detail-oriented with strong problem-solving and decision-making skills, A team player who can also take ownership and work independently when needed.

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/1r9COILR-1-IbOlKxZYLg4t_S4SNG4m2f

Copy to:

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

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