

RU/CRC/JO/2025/046

Dated: 02<sup>th</sup> July 2025

### **BTW Group of Companies (Destination Consultant)**

#### **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:** Destination Consultant

**Category:** Full time job

**Requirement:** MBA students

**Location:** Pune

**Salary -** 15K - 18K Monthly

#### **Job Responsibilities:**

Roles & Responsibilities:

- Engage with clients to understand their travel preferences, budget, and purpose of travel.
- Recommend suitable destinations, travel packages, and experiences tailored to individual needs.
- Create customized domestic and international travel packages including sightseeing, accommodation, and activities.
- Stay up to date on trending destinations, seasonal offers, and partner promotions.
- Prepare travel quotes and finalize itineraries based on client approval.
- Handle bookings for flights (GDS and LCC), hotels, transfers, cruises, and local tours.
- Coordinate with DMCs (Destination Management Companies), hotels, and suppliers to confirm arrangements.
- Issue air tickets, vouchers, and travel documents efficiently and accurately.
- Serve as the single point of contact for clients from inquiry through post-travel feedback.
- Provide pre-travel briefings and on-trip assistance.
- Proactively engage past clients with new offers, or personalized travel ideas to encourage repeat bookings.
- Resolve client issues or complaints with tact and professionalism.
- Maintain detailed records of all bookings and client communications.
- Work with internal teams to ensure visa documentation and insurance are processed in time.
- Coordinate invoicing and payment collection in line with company policies.

#### **Required skills:**

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

## CORPORATE RESOURCE CELL

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

[https://drive.google.com/drive/u/1/folders/1-UXQw6UBwfFwf0fgS4g3Q\\_v5R3bv1E0l](https://drive.google.com/drive/u/1/folders/1-UXQw6UBwfFwf0fgS4g3Q_v5R3bv1E0l)

Copy to:

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

For queries or further information: mail: [crc@raiuniversity.edu](mailto:crc@raiuniversity.edu) Call +91 96876 76186