

United Arab Emirates Jobs Expertini®

Outbound Visa Consultant

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Company: East Wing Tourism & Travel LLC

Location: dubai

Category: other-general

As an Outbound Visa Consultant at East Wing Tourism & Travel LLC, your primary responsibility is to facilitate the visa application process for clients traveling to international destinations. You will serve as a crucial link between clients and diplomatic missions, ensuring the accurate and timely processing of visa applications.

Client Consultation:

- Conduct detailed consultations with clients to understand their travel purposes and visa requirements.
- Provide expert advice on visa types, application procedures, and documentation needed for different destinations.
- Review and verify all visa application documents for completeness and accuracy.
- Advise clients on any additional documentation or information required for successful visa processing.

Application Submission:

- Prepare and submit visa applications to the respective embassies or consulates, adhering to specific guidelines and timelines.
- Track and monitor the status of visa applications and provide regular updates to clients.

Communication:

- Liaise with diplomatic missions, consulates, and relevant authorities to obtain the latest information on visa policies and procedures.
- Communicate effectively with clients regarding the progress of their visa applications and any changes in visa regulations.

Customer Service:

- Offer excellent customer service by addressing client inquiries, concerns, and providing timely responses.
- Assist clients in understanding the visa approval or rejection reasons and guide them on necessary steps for resolution.

Compliance and Documentation:

- Stay informed about changes in visa regulations, entry requirements, and travel advisories for various countries.
- Ensure strict adherence to visa processing regulations and compliance with legal requirements.

Record Keeping:

- Maintain accurate and up-to-date records of visa applications, approvals, rejections, and other relevant information.
- Generate

reports on visa processing activities as required by management. Training and Development: 'Stay abreast of industry trends and attend relevant training sessions to enhance knowledge of visa processing procedures.' Share insights and updates with colleagues to ensure the team is well-informed and capable. Qualifications and Skills: 'Bachelor's degree in International Relations, Travel Management, or a related field.' Proven experience as a Visa Consultant or in a similar role. 'In-depth knowledge of visa application procedures, requirements, and global visa policies.' Strong attention to detail and organizational skills. 'Excellent communication and interpersonal abilities.' Familiarity with visa processing software and systems. 'Ability to handle confidential information with discretion.' Multilingual proficiency may be advantageous.

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