

# JAYA MAHTANI

Email: [jjayahm22@gmail.com](mailto:jjayahm22@gmail.com)

Mobile: +971- 58-1867906

609, DEEMA BLDG, AL MANKHOOOL, BUR-DUBAI-UAE



## PROFESSIONAL SUMMARY

A Visa Executive professional with total 11 years of experience in the field of service industry with Excellent verbal and written communication skills, highly respected builder and leader of winning teams. To use the skills to perform the given job with the best abilities to improve the work, contributing and development of knowledge. Visa Executive, we specialize in immigration law, providing international visa solutions to corporate clients and their re-locating employees. Flexible and hardworking with the drive to succeed.

## WORK EXPERIENCE

### V-CONNECT TRAVEL & HOLIDAYS (Pune, India)

Visa and Ticketing Executive

Sept 2019- Jan2020

- Experience of creation of PNR, Re-issue and Cancellation and Void. Able to read fare rules & Penalty.
- Co-ordinating with the airlines.
- To liaise the Airline on any special request like extra seats, meal request etc.
- Handling ticketing and reservations for customers.
- International and Domestic Ticketing through Amadeus system.
- Cancellation of tickets both Domestic as well as International.

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### THOMAS COOK INDIA LIMITED (Pune, India)

Customer Relationship Executive (Visa Dept. cum Back office)

June 2015 – May 2018

- Handling all the corporate companies visas for Different Countries.
  - To solve the queries and problems of applicants (online problems, application Forms problems)
  - Travel Documentation in full compliance with audit processes
  - Preparation, collation and submission of applications for business visitor visas, temporary work permits and permanent residence applications.
  - Co-ordinating with Counsulates/Embassies visa related updates.
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## RUBY TOURS & TRAVELS (Pune, India)

Senior Visa Executive

May 2010 - July 2014

- Filling up all the necessary information for the Visa Forms
- Checking all the documents as per the visa class and sending all the documents which is submitted by the applicants.
- Preparing all the Accounts Reports and Maintenance of various Files/Filing
- Maintaining documents on travel processes and requirements for each country.

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## VFS (USA VISA APPLICATION CENTRE) (Pune, India)

Submission Officer cum Front and back office

Feb 2006 - Dec 2009

- Checking all the documents as per visa class and scanning all the documents which is submitted by the applicant.
- Making the daily basis report which is sent from Pune to Main (Mumbai) branch
- Doing data entry work and maintenance of various Files/Filing

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## EDUCATION

**M.Com, Majors: Business Administration** 2008  
Pune University, India

**B.Com, Majors: Business Administration** 2006  
Pune University, India

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## IT SKILLS

- MS Office (Word, Excel and PowerPoint), MS Outlook, MS Dos, and using all the Internet applications.
- Typing speed 40-50 w. p. m.

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## SKILLS AND COMPETENCIES

- ✓ Microsoft Office proficiency
- ✓ Self-directed
- ✓ Time Management
- ✓ Dedicated Team player
- ✓ Professional and Mature
- ✓ Strong Interpersonal Skills

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## PERSONAL INFORMATION

Nationality: Indian

Date of Birth: July 04<sup>th</sup>, 1986

Passport No: K4729543

Marital status: Single

Languages: English, Hindi, Sindhi and Marathi

Visa Status: Visit Visa (Valid Until: 04<sup>th</sup> June, 2021)

Joining: Can join immediately.

## REFERENCES

1. Name: Ms. SONY MAHTANI  
Company: BTL Contracting LLC  
Designation: Secretarial cum Administration  
Mob No: +971-56-6418606
2. Name: Mr. NAVIN LONGWANI  
Company: Lal's Group of Companies  
Designation: Marketing Executive  
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