

WORK VAPOR

Job Link: <https://workvapor.in/jobs/documentation-executive-study-abroad-visa-work/>

DOCUMENTATION EXECUTIVE (STUDY ABROAD, VISA WORK)

BASE SALARY

INR 10000 - INR 30000

DESCRIPTION

Job Position: Documentation Executive

Handle student application files carefully and ensure all documents are complete and correct.

Organization: Medcity International Overseas Corporation

Location: Kochi (Cochin)

Job Type: Full-time (On-site)

Salary: ₹10,000 – ₹29,838 per month

Contact (HR): +91 9745733233

Email: hr.admin@miak.in

About the Company

Medcity International Overseas Corporation works in the study abroad industry, helping students apply for international education and career opportunities, especially in healthcare programs.

Job Overview

In this role, you will manage important student documents for study abroad applications and visa processes. You will ensure all files are accurate, complete, and submitted on time.

Key Responsibilities & Role Details

- Manage and process student application documents for study abroad programs
- Handle documentation for CCM (Certificate in Care Management) programs
- Take care of paperwork for nursing jobs and placements abroad
- Check all files for accuracy and ensure they meet visa and university rules

HIRING ORGANIZATION

Medcity International Overseas Corporation

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Cochin, India

DATE POSTED

? March 26, 2026

- Maintain proper records (both digital and physical)
- Update application status regularly in internal systems

Eligibility & Skills Required

- Good English communication (written and spoken)
- Strong organizing skills to manage multiple documents
- Basic computer knowledge (MS Office, typing)
- Decent typing speed for data entry work
- High attention to detail and accuracy
- Experience in study abroad documentation is preferred (1 year)

How to Apply

Interested candidates can apply directly using the details below.

You can send your resume to the given email/phone/WhatsApp.

Email: hr.admin@miak.in

Call / WhatsApp: +91 9745733233