

WORK VAPOR

Job Link: <https://workvapor.in/jobs/visa-filing-cum-counselor/>

HIRING ORGANIZATION

WorldWay Consultant

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Zirakpur, Punjab, India

DATE POSTED

? March 23, 2026

VISA FILING CUM COUNSELOR

BASE SALARY

INR 15000 - INR 25000

DESCRIPTION

Job Title: Visa Filing Cum Counselor
Guide clients and handle visa documents for travel, study, and work purposes.

Organization: WorldWay Consultant

Location: Zirakpur, Punjab

Job Type: Full-time, Permanent

Experience: 1 Year Preferred

Salary: ?15,000 – ?25,000 per month

Work Mode: On-site

Contact Number: +91 9464650298

About the Company

WorldWay Consultant is an immigration and visa consultancy helping clients with travel, study, and work visa processes. The company focuses on accurate guidance and smooth documentation support.

Job Overview

We are hiring a Visa Filing Cum Counselor to manage visa applications and guide clients through the process. This role includes documentation, counseling, and client coordination.

Key Responsibilities & Role Details

- Handle visa applications and guide clients step by step
- Manage end-to-end visa filing and documentation
- Counsel clients for tourist, study, and work visas
- Check and verify documents for accuracy
- Maintain client records and follow-ups
- Coordinate with embassies and authorities

- Stay updated with visa rules and regulations
- Build strong client relationships

Eligibility & Skills Required

- Graduate in any field
- 1 year experience in visa filing/immigration (preferred)
- Good knowledge of visa processes
- Strong communication and interpersonal skills
- Basic computer knowledge (MS Office, email)
- Ability to handle multiple clients

Preferred Qualifications

- Experience in immigration or travel consultancy
- Knowledge of Schengen, UK, Canada visa processes

Perks & Benefits

- Professional work environment
- Growth and learning opportunities
- Performance-based incentives

How to Apply

You can call, WhatsApp, or visit the office directly.

Contact Details:

Call/WhatsApp: +91 9464650298

Office Address:

Office No. 410, 4th Floor, D&E Block, VIP Road, Chandigarh City Center, Zirakpur