**Position : External Operations**

**Job Description**

* Taking care of Expat’s FRRO/FRO formalities
* Assisting them at FRO/FRRO office
* Responsible for Police Verification of expats
* Coordination with internal operations team
* Coordination with VFS & embassies for visa submission & collection

**Desired Profile**

* Any graduate/post graduate with good communication skills (only male fresher candidates)
* Should be presentable
* Should have his own bike
* Good MS Power-Point and MS-Excel skills