

18/08/2022

**PLACEMENT NOTICE****(FOR THIRD YEAR AND GRADUATE AND EX- STUDENTS****OF B.COM, BMS, BAF AND M.COM )**

Finplan Education is looking for full time executives on an urgent basis. Details are as below:

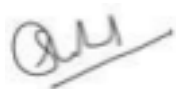
<b>COMPANIES &amp; JOB PROFILE</b>	Finplan Education
<b>Contact No</b>	Parth Naik: 8976240923
<b>Job Profile</b>	<i>Operations Executive</i>
<b>Nature of Job</b>	Work From Home
<b>LOCATION</b>	Malad West
<b>Timings</b>	10:30 a.m. to 7:30 p.m.
<b>Working Days</b>	Monday to Saturday
<b>Salary</b>	Rs. 15,000 to 22,000 per month

**Job Description:**

- a) Managing all activities in academic operations Connected with students faculties and parents*
- b) Solving students and parents queries.*
- c) Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions.*
- d) Managing new admissions and enrollment processes.*
- e) Ensuring timely notification to the students about all the academic activities.*
- f) Conducting cultural activities at college to motivate students to participate in various activities.*
- g) Maintaining all academic operations and reports, systems, tools connected to attendance, examination, results and syllabus, faculty payments and similar.*
- h) Managing academics events, focus towards student development such as corporate workshops, industrial visits, internships placement drives at center.*
- i) Managing non-academic events such as sports days, cultural festivals, parents meetings, conferences at the center.*
- j) Maintaining all resources associated with center operations and academics.*
- k) Ensuring center management and operations are streamlined on regular Basis.*
- l) Reporting all compliance and developments to HO as well as share academic development to HO*
- m) Meeting academic and operations goal within timeline*
- n) Checking on student reviews and feedback for respective batches at the center*
- o) Maintaining all petty cash and financial transactions at the center*

**How to apply:**

Send your resume in PDF format to [Parth@beplaced.in](mailto:Parth@beplaced.in) & Mark CC to [nmfcplacement@gmail.com](mailto:nmfcplacement@gmail.com) before 19th August, 2022 latest by 12 noon.



I/C Principal