NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

12/10/2022

PLACEMENT NOTICE
FOR GRADUATES/ EX-STUDENTS STUDENTS AND ALUMNI
OF B.COM, BMS, BAF, B.A.MMC, B.SC (IT & CS), M.COM & M.SC (IT)

Finplan India is looking for an Operations Executive in their company.

Details are as below :

COMPANIES & JOB PROFILE	Finplan India
Location	NL College, Malad
JOB POSITIONS/ PROFILES:	Operations Executive
JOB TIMINGS	Work From Office 10:30 to 7:30 Monday to Saturday
JOB DESCRIPTION :	● Student & Parents Query management ● Exam Management (Internal & External paper collection, curation, supervision, inputting marks) ● Faculty Resources (Maintaining attendance sheet, chalk, duster, availability of books) ● Classroom management (Availability of the classrooms, cleanliness in the classroom, projector, laptop if required) ● Documentation (Maintaining all the documents that is available in the office and maintaining it digitally also) ● Inventory Management (Keeping track of the Finplan books, laptop, mobile, electronic items that is there at the respective centre) ● Maintaining all the reports (Student master data, academic calendar, lecture progress report, batch progress report, blacklist report, updating weekly test marks) ● Mumbai University onboarding process ● Conducting weekly test which includes supervision of the class ● Conducting/ managing parents Teacher meeting for all academic batches. ● Conducting weekly review meetings with each batch to identify gaps and implement appropriate resolutions. ● Ensuring timely notification to the students about all the academic activities. ● Assisting the team for cultural activities at college to motivate students to participate in various activities.

Qualifications	Graduate is compulsory

SALARY	Rs.20,000 per month
How to Apply	Send your Resumes in PDF format on placements@nirmala.edu.in and mark CC to devanshishah@beplaced.in latest by Saturday, 15 th October, 2022 by 12 noon. NOTE WHEN YOU ARE SENDING THE RESUME: 1) RESUME HAS TO BE IN PDF FORMAT 2) WRITE THE COMPANY NAME IN WHICH YOU ARE APPLYING.

Note-Company is looking for immediate joiners

I/C Principal