


PLACEMENT NOTICE

**3RD YEAR, POST GRADUATE AND EX-STUDENTS OF
BCOM, BMS AND MCOM PROGRAMMES**

FULL TIME JOB

Job Details are as follows:

Company Name	EASY TAX PRIVATE LIMITED
Company Vacancy	Back Office Operations
Qualification	3rd Year, Post Graduate and Ex-students of BCom and MCom Programmes
Salary	₹12000 - ₹15000
Key Responsibilities	<ul style="list-style-type: none">• Maintain data and ensure it is accessible for seamless operations.• Verify information, spot data discrepancies and resolve promptly.• Organize and manage both digital and physical records to optimize access.• Assist in various administrative functions to support department efficiency.• Generate and present reports to internal teams for informed decision-making.• Handle all sensitive data with strict confidentiality
How to Apply	If interested, candidates have to fill the details on this below given link https://forms.gle/R4vJg11PzN4ebvMB7 Latest by Friday, 4th September, 2025 till 9am



(Vice-Principal)



(I/C Principal)