



Evolv *Business Management Consultant*

Back Office Executive (Females would be preferred more than male)

DATA MANAGEMENT

Drafting, storing and verification of documentation. Gathering, authentication, and preparation and formatting of presentations. Ensuring documents adhere to legal, organizational, and contractual policies.

PROCESSING OF PROJECTS

Prepare presentations and sheets as and when required.

FINANCE & ACCOUNTING

Specialists that look after the organization's finances. Receipts, invoices, bills, checks, the creation of financial reports and statements, etc., all end up in the back office.

Sales Executive (Exclusively for male candidates)

Market research for selling possibilities and evaluate customer needs- Actively seeking out new sales opportunities through cold calling, networking and social media-Setting up meetings with potential clients and listening to their wishes and concerns- Prepare and deliver appropriate presentations on products and services Create frequent reviews and reports with sales and financial data- Ensure the availability of stock. Participate in exhibitions or conferences- Negotiate deals and handle complaints - Collaborate with team members- Keep a track of orders and payments- Gather feedback from customers and share with internal teams

CTC: 8-15K Monthly, Increment based on performance

ELIGIBILITY: Qualified in MHRM/ B.com/ M.com or from related courses.

For any information visit University's Website.

Prof. Anil Kothari, Coordinator

Dr. Sachin Sharma, Asst. Coordinator

**Finishing School and Placement Cell
Mohanal Sukhadia University, Udaipur.**