

1. Personal Assistant for CEO:

The **Personal Assistant for the CEO** is a pivotal professional who provides comprehensive support to the CEO, ensuring efficient management of their business and personal agendas. This role demands a proactive approach, exceptional organizational skills, and the ability to maintain the highest level of discretion.

Key Responsibilities:

- **Efficiently manage** and filter incoming communication, including calls and emails, ensuring prompt and appropriate responses.
- **Coordinate** the CEO's schedule meticulously, arranging appointments and meetings to optimize their time.
- **Welcome** and accommodate visitors and clients, representing the CEO with professionalism.
- **Document** meetings accurately, handling minutes, dictation, and transcription with attention to detail.
- **Serve** as the primary point of contact, facilitating smooth communication between the CEO, team members, clients, and external partners.
- **Prepare** and assist the CEO with all aspects of meeting preparation, ensuring they are fully briefed for each engagement.
- **Undertake** research and compile data to present well-informed reports for decision-making.
- **Maintain** and oversee office systems, ensuring a well-organized and accessible filing system.
- **Arrange** all aspects of travel and logistics, including visas, accommodations, and itineraries, with precision.
- **Handle** personal tasks and errands for the CEO with a high level of confidentiality and efficiency.
- **Support** administrative tasks during critical periods such as budgeting, audits, and special projects.
- **Act** on behalf of the CEO, making informed decisions when they are unavailable, as authorized.
- Visit outside for office work and handling clients and meeting in the absence of CEO

Essential Qualifications & Skills:

- **Demonstrated experience** in a similar capacity, such as a Personal or Executive Assistant.
- **Outstanding communication** and interpersonal abilities to interact effectively at all levels.
- **Unwavering discretion** and a commitment to maintaining confidentiality.
- **Proven capability** to multitask, prioritize tasks, and perform well under pressure.
- **Robust organizational** and time-management competencies.
- **Keen attention** to detail and a dedication to accuracy.
- **Proficiency** in MS Office suite and familiarity with other relevant software.
- **Understanding** of basic accounting and bookkeeping principles.
- **Educational background** with a Bachelor's degree in Business Administration, Management, or related fields.
- **Valid driver's license** with an impeccable driving record.
- **Visit outside** for office work and handling clients and meeting in the absence of CEO.

2. Content Writer:

A **Content Writer** excels in crafting compelling and insightful content across various mediums, catering to diverse audiences. They leverage their adept writing skills and SEO acumen to captivate and maintain the interest of readers, customers, and clients.

Key Responsibilities:

- **Conduct thorough research** on topics, keywords, and competitors to generate innovative content ideas.
- **Produce clear**, articulate, and original content for digital platforms such as websites, blogs, and social media, as well as traditional marketing channels.
- **Edit and proofread** content meticulously to ensure flawless grammar, spelling, and adherence to style guidelines.
- **Optimize content** for search engines and enhance user engagement.
- **Adhere to** editorial standards and maintain the brand's voice across all content.
- **Collaborate closely** with fellow writers, editors, designers, and marketing professionals to guarantee content excellence and uniformity.
- **Revise and update** content as necessary, keeping it fresh and relevant.
- **Monitor and analyse** content performance, utilizing metrics to guide future content strategies.
- **Stay abreast** of industry trends and advancements to ensure content remains cutting-edge.
- **Understanding** the target Audience
- **Social** media engagement.
- **Stay** informed with change and trends.

Essential Qualifications & Skills:

- **Proven track record** as a Content Writer, Copywriter, or in a comparable role.
- **Exceptional writing**, editing, and research capabilities.
- **Versatility** in writing styles, tones, and formats to suit various audiences and platforms.
- **In-depth knowledge** of SEO practices and tools.
- **Familiarity** with content management systems and digital publishing.
- **Inherent creativity** and a flair for originality.
- **Independent** work ethic as well as the ability to thrive in a team setting.
- **Commitment** to meeting deadlines and following editorial directives.
- **Educational foundation** with a Bachelor's degree in Journalism, Communication, Marketing, or related fields.

3. Search Engine Optimization (SEO) Specialist:

An **SEO Specialist** is a strategic thinker and technical expert who elevates a website's presence on search engines. They employ a blend of analytical and creative skills to enhance a site's relevance and authority for targeted keywords.

Key Responsibilities:

- **Conduct comprehensive keyword research** to pinpoint the most impactful keywords and phrases.
- **Perform meticulous technical SEO audits**, resolving any issues that hinder a website's search performance.
- **Implement on-page SEO** by optimizing title tags, meta descriptions, headings, images, links, and content.
- **Develop and execute off-page SEO strategies**, including link building, guest posting, and social media engagement.
- **Monitor SEO performance**, utilizing tools to track metrics and adjust strategies accordingly.
- **Analyse competitors** to identify opportunities for improvement and differentiation.
- **Stay current with SEO trends and algorithm updates** to ensure cutting-edge practices.
- **Collaborate with cross-functional teams** to integrate SEO into broader marketing efforts.
- **Familiarity with WordPress, Shopify.**
- **Expert in SEO tools.**

Essential Qualifications & Skills:

- **Proven experience** in SEO, with a strong understanding of its principles, techniques, and tools.
- **Proficiency with web analytics** and SEO software like Google Analytics and SEMrush.
- **Familiarity with web development languages** such as HTML, CSS, and JavaScript.
- **Strong analytical and problem-solving abilities**, with a knack for data-driven decision-making.
- **Capability to manage multiple projects**, prioritize effectively, and work both independently and collaboratively.
- **Educational background** in Computer Science, Marketing, or a related field.

4. Ad Campaign Specialist:

An **Ad Campaign Specialist** is a creative marketer who orchestrates online advertising campaigns across diverse platforms. They blend marketing acumen with digital tools to craft campaigns that captivate and convert audiences.

Key Responsibilities:

- **Understand client objectives**, aligning campaign goals with their vision and budget.
- **Conduct market research** to segment target audiences based on behavior and preferences.
- **Develop and implement advertising strategies**, selecting the right platforms, channels, and messaging.
- **Create compelling ad creatives and copy**, leveraging design tools and software.
- **Set up and oversee ad campaigns**, using platforms like Google Ads and Facebook Ads.
- **Track and measure campaign performance**, analyzing metrics to gauge success.
- **Report on campaign outcomes**, providing insights and recommendations for optimization.
- **Continuously test and evaluate campaigns** to maximize effectiveness and efficiency.

Essential Qualifications & Skills:

- **Experience in managing online ad campaigns**, with a portfolio demonstrating successful projects.
- **Proficiency with advertising platforms** and design tools such as Photoshop and Canva.
- **Knowledge of web analytics and reporting tools** like Google Analytics.
- **Understanding of online advertising principles** and digital marketing strategies.
- **Creativity and innovation** in campaign design and execution.
- **Excellent communication and presentation skills**, with the ability to articulate campaign insights.
- **Ability to work independently**, managing tasks and deadlines effectively.
- **Educational requirement:** A Computer Science Bachelor degree, diploma or equivalent

5. Receptionist:

The **Receptionist** is the welcoming face of the organization, playing a crucial role in creating a positive first impression. They are responsible for managing the front desk operations and providing exceptional administrative support.

Key Responsibilities:

- **Warmly greet** and assist customers, visitors, and callers, guiding them to the right contact or department.
- **Handle incoming communications**, including phone calls and messages, with professionalism and discretion.
- **Manage mail and deliveries**, ensuring accurate sorting and distribution.
- **Maintain electronic correspondence**, including emails and faxes, with prompt and precise responses.
- **Provide information and support**, offering assistance in person, over the phone, or via email.
- **Coordinate appointments and meetings**, keeping the office calendar and contacts up-to-date.
- **Order and manage office supplies**, ensuring the workspace is well-stocked and organized.
- **Uphold a tidy reception area**, reflecting the company's commitment to orderliness and decorum.
- **Perform clerical duties**, such as filing, photocopying, scanning, and data entry, to support office operations.

Essential Qualifications & Skills:

- **Experience in a receptionist role**, demonstrating a track record of effective front desk management.
- **Proficiency in MS Office** and familiarity with other relevant software.
- **Exceptional communication and interpersonal abilities**, ensuring clear and courteous interactions.
- **Customer service orientation**, with a professional demeanor.
- **Multitasking and prioritization skills**, capable of working efficiently under pressure.
- **Attention to detail and accuracy**, maintaining high standards in all tasks.
- **Organizational and time management expertise**, managing responsibilities effectively.
- **Educational requirement**: A Bachelor degree diploma or equivalent.

6. Human Resources (HR) Professional:

An **HR Professional** is the cornerstone of the organization's workforce management, dedicated to nurturing a productive and harmonious workplace. They oversee the full spectrum of human resources functions, from recruitment to employee development.

Key Responsibilities:

- **Develop and implement HR policies**, aligning them with the company's strategic objectives.
- **Oversee the recruitment process**, managing job postings, resume screening, interviews, and hiring decisions.
- **Facilitate orientation and onboarding**, ensuring a smooth introduction for new employees.
- **Administer employee benefits and payroll**, managing compensation with accuracy and fairness.
- **Conduct training and development initiatives**, fostering employee growth and skill enhancement.
- **Manage performance and appraisal systems**, providing constructive feedback and recognition.
- **Handle employee relations**, addressing concerns and mediating conflicts effectively.
- **Ensure legal compliance**, maintaining meticulous employee records and documentation.
- **Cultivate a positive work culture**, promoting inclusivity and employee engagement.

Essential Qualifications & Skills:

- **Proven HR experience**, with a comprehensive understanding of HR functions and best practices.
- **Preferred professional certification** in HR, such as PHR, SPHR, SHRM-CP, or SHRM-SCP.
- **Knowledge of HR principles and legal regulations**, ensuring compliant practices.
- **Experience with HR software and systems**, such as HRIS and ATS, to streamline HR processes.
- **Providing training and induction.**
- **Educational requirement:** Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field.

7. Accountant:

An **Accountant** is a meticulous and analytical professional who ensures the financial integrity of an organization. They play a critical role in maintaining financial records, ensuring compliance with accounting standards, and providing valuable insights for decision-making.

Key Responsibilities:

- **Maintain and prepare** accurate financial records and statements with precision.
- **Conduct audits and reconciliations** to ensure the integrity of financial transactions.
- **Prepare and file tax returns**, along with other statutory reports, adhering to regulations.
- **Analyse financial data** to develop budgets, forecasts, and comprehensive reports.
- **Offer financial advice** and guidance to support management and stakeholder decisions.
- **Enhance accounting systems**, policies, and procedures for optimal efficiency.
- **Uphold internal controls** and ethical standards within the financial operations.
- **Collaborate with external auditors** and regulatory bodies to ensure transparency and compliance.
- **Handle** monthly, quarterly and annual closings
- **Manage** balance sheet
- **Filing – GST, ITR.**
- **Knowledge of TDS deduction and ROC.**

Essential Qualifications & Skills:

- **Professional certification** such as CA, CPA, CMA, or ACCA is highly regarded.
- **Proven experience** in accounting or a similar role.
- **Proficiency in accounting software** and MS Office suite & Tally
- **In-depth knowledge** of accounting principles, practices, and standards.
- **Strong analytical and numerical skills**, coupled with problem-solving capabilities.
- **Attention to detail** and a commitment to accuracy.
- **Effective communication** and interpersonal skills, with the ability to work both independently and collaboratively.
- **Educational requirement:** Bachelor's degree in Accounting, Finance, or a related field.

8. Graphic Designer:

A **Graphic Designer** is a creative visionary who crafts compelling visual concepts that communicate and resonate with audiences. They utilize their artistic talent and design expertise to produce impactful graphics for a variety of media.

Key Responsibilities:

- **Collaborate with internal team** to understand project requirements and objectives.
- **Develop visual concepts** that align with client specifications and brand guidelines.
- **Utilize design software** to create and refine graphics, illustrations, and layouts.
- **Present design concepts** for client feedback and iterate based on their input.
- **Deliver final design files** in the required format and quality standards.
- **Stay informed** about the latest design trends, techniques, and technologies.
- **Typography- Selecting and formatting text to enhance overall design.**

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Graphic Design, Visual Arts, or a related field.
- **A strong portfolio** showcasing design skills and creativity.
- **Proficiency in design software**, such as Adobe Creative Suite, Photoshop, Illustrator, and InDesign.
- **Understanding of design principles**, including colour, typography, layout, and composition.
- **Ability to manage multiple projects** and meet tight deadlines.
- **Creativity and innovation** in visual storytelling.
- **Excellent communication** and presentation skills, with the ability to work both independently and as part of a team.
- **Make 3D** animation or videos.

9. Business Head:

A **Business Head** is a strategic leader who steers the direction and growth of a business unit or division. They are accountable for formulating and executing business strategies that drive performance and achieve organizational objectives.

Key Responsibilities:

- **Develop and execute the business plan**, embodying the vision, mission, and values of the unit.
- **Set and monitor business goals**, objectives, and key performance indicators.
- **Manage the budget**, revenue, expenses, and profitability to ensure financial success.
- **Lead and inspire the team**, equipping them with the necessary skills and tools.
- **Foster positive relationships** with customers, suppliers, partners, and stakeholders.
- **Identify and capitalize on new business opportunities** and markets.
- **Analyze market trends** and adapt strategies to maintain competitive advantage.
- **Stakeholder management**.
- **Performance evaluation**, Implement changes.

Essential Qualifications & Skills:

- **Educational requirement**: Bachelor's degree / Master's degree
- **Proven leadership experience** in managing business operations and strategy.
- **Strong financial acumen** and budget management skills.
- **Exceptional communication and motivational skills**, with the ability to lead a diverse team.
- **Strategic thinking** and problem-solving abilities.
- **Ability to establish and maintain strong relationships** with key business partners.
- **Innovative mindset** to identify growth opportunities and drive business expansion.
- **Master's degree in business administration, management**, or a related field
- **Proven work experience** as a business head, business manager, or a similar role
- **Demonstrated success** in leading and growing a business unit or division

10. Customer Relation Management (CRM) Team:

The **CRM Team** is a collective of skilled professionals dedicated to optimizing customer relationships through strategic management of the CRM system. They play a vital role in harnessing customer data to bolster satisfaction, loyalty, and retention.

Key Responsibilities:

- **Implement and oversee the CRM system**, ensuring its robust functionality and security.
- **Develop customer profiles and segments**, utilizing diverse criteria and data sources for targeted engagement.
- **Craft and execute CRM campaigns**, employing strategies to captivate and retain customers.
- **Monitor CRM activities**, analysing their effectiveness and adjusting tactics accordingly.
- **Generate insightful reports** on customer behaviour, preferences, and feedback.
- **Collaborate across teams**, integrating CRM initiatives with broader organizational goals.
- **Provide training and support** to CRM users, addressing any challenges that arise.
- **Research and advocate for innovative CRM tools** and practices to stay ahead of industry trends.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Marketing, Business, Information Technology, or a related field.
- **Experience with CRM systems** such as Salesforce, HubSpot, Zoho, etc.
- **Proficiency in data analysis**, with the ability to translate insights into action.
- **Strong communication and interpersonal skills**, fostering effective customer interactions.
- **Customer service orientation** and adept problem-solving capabilities.
- **Independent and collaborative work ethic**, adapting to both solo and team environments.

11. Tele caller:

A **Tele caller** is a dynamic communicator who connects with customers and clients via phone. They are instrumental in gathering information, promoting products or services, and driving sales.

Key Responsibilities:

- **Stay informed** about offerings and updates to effectively communicate with clients.
- **Manage contact lists**, ensuring accurate and up-to-date information.
- **Engage with clients** through outbound and inbound calls.
- **Address client concerns**, providing timely and empathetic solutions.
- **Document conversation details**, maintaining records of interactions.
- **Facilitate sales**, liaising with the team to close deals.
- **Participate in team meetings**, contributing to discussions on progress and expectations.
- **Conduct all interactions respectfully**, regardless of client disposition.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in any stream
- **Prior experience** in a tele calling or similar role.
- **Exceptional communication skills**, with proficiency in relevant computer applications.
- **Understanding of sales principles**, with the resilience to handle challenges.
- **Persuasive abilities**, coupled with strong customer service and listening skills.

12. Customer Support Executive - Sales for IBE:

A **Customer Support Executive - Sales for IBE** is a knowledgeable professional who assists customers navigating the internet banking environment. They ensure a seamless experience while promoting the platform's products and services.

Key Responsibilities:

- **Respond to customer inquiries** across various channels, including phone, email, chat, and social media.
- **Provide guidance** on the IBE platform's features and benefits.
- **Resolve technical issues**, ensuring customer satisfaction with the IBE platform.
- **Identify sales opportunities**, cross-selling products and services to enhance customer engagement.
- **Achieve sales targets**, contributing to the financial institution's goals.
- **Maintain up-to-date knowledge** of the IBE platform and its offerings.
- **New Lead generation**.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in finance, business, or a related field
- **Experience in customer support** within a sales or banking environment.
- **Familiarity with the IBE platform** and its functionalities.
- **Strong problem-solving skills**, with the ability to troubleshoot technical issues.
- **Sales-oriented mindset**, with a focus on achieving performance goals.
- **Excellent communication skills**, providing clear and helpful assistance to customers.
- Experience in customer service, sales, or banking, preferably in an IBE environment
- Proficiency in using the IBE platform and related software and tools
- Excellent communication and interpersonal skills

13. Zonal Head:

The **Zonal Head** is a strategic leader responsible for steering the direction and success of a specific geographic zone within an organization. They ensure the alignment of the zone's operations with the overall business strategy.

Key Responsibilities:

- **Develop and execute the business plan**, embodying the zone's vision, mission, and values.
- **Set and monitor business goals**, objectives, and key performance indicators.
- **Manage the budget**, revenue, expenses, and profitability to ensure the zone's financial health.
- **Lead and empower the staff**, fostering a skilled and motivated workforce.
- **Cultivate positive relationships** with customers, suppliers, partners, and stakeholders.
- **Identify and explore new business opportunities** and markets within the zone.
- **Analyse the competitive landscape** and market trends, adapting strategies to maintain a competitive edge.
- **Ensure compliance** with organizational policies and relevant laws and regulations.

Essential Qualifications & Skills:

- **Educational requirement:** Master's degree in Business Administration, Management, or a related field.
- **Proven experience** as a Zonal Head, Business Manager, or similar leadership role.
- **Strong business acumen** and strategic thinking capabilities.
- **Exceptional leadership**, management, and organizational skills.
- **Outstanding communication**, negotiation, and presentation abilities.
- **Resilience under pressure**, managing multiple challenges with integrity.

14. Account Manager: Operations Team

An **Account Manager** within the Operations Team is pivotal in nurturing customer relationships and driving business growth through effective account management.

Key Responsibilities:

- **Develop and sustain strong relationships** with customers, delivering solutions that meet their needs.
- **Negotiate contracts and agreements**, closing sales to maximize profitability.
- **Maintain regular communication** with customers, providing updates and support.
- **Collaborate with internal teams** to ensure seamless customer service and achieve organizational goals.
- **Identify new business opportunities**, leveraging existing customer relationships for referrals.
- **Resolve customer issues** promptly, maintaining a professional approach.
- **Track customer data and sales performance**, preparing insightful reports and forecasts.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Business, Marketing, or a related field.
- **Proven experience** in an Account Manager role, with a focus on sales or customer service.
- **Strong communication**, negotiation, and presentation skills.
- **Analytical and problem-solving abilities**, with excellent organizational skills.
- **Customer-centric mindset** and a dedication to relationship building.
- **Team player** with the ability to work independently.
- **Proficiency in MS Office** and CRM software.
- **Willingness to travel** as necessary to meet business needs.

15. Documentation Specialist - Retail:

A **Documentation Specialist - Retail** is essential in managing the documentation lifecycle within retail operations, ensuring accuracy and compliance.

Key Responsibilities:

- **Prepare, manage, and update documentation** for retail processes such as inventory, sales, purchases, and logistics.
- **Ensure documentation accuracy**, completeness, and compliance with company policies and legal standards.
- **Develop and implement standard procedures** for documentation and records management.
- **Train and support retail staff** in the proper use and maintenance of documentation.
- **Collaborate with retail managers** and other departments to streamline documentation processes.
- **Review and edit documents for accuracy.**
- **Handling mails.**

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in business, retail, or a related field
- **Experience in documentation management**, preferably within a retail environment.
- **Attention to detail** and a commitment to accuracy and compliance.
- **Strong organizational skills**, with the ability to develop and implement documentation standards.
- **Effective communication skills**, providing training and support to retail staff.
- **Collaborative approach**, working with various teams to maintain documentation integrity.
- Proven experience as a Documentation Specialist, preferably in the retail industry
- Excellent written and verbal communication skills

16. File Officer Associate - Corporate:

A **File Officer Associate - Corporate** is a key contributor in the corporate lending process, supporting the File Officer in evaluating and approving loan applications.

Key Responsibilities:

- **Review and verify** corporate loan applications and accompanying documentation.
- **Conduct credit analysis** and risk assessments for corporate borrowers.
- **Recommend loan terms** based on policy and borrower profiles.
- **Prepare and present loan proposals**, contributing to decision-making processes.
- **Communicate and negotiate** with corporate borrowers to foster satisfaction and loyalty.
- **Coordinate with legal, compliance, and operations teams** to finalize loan contracts.
- **Monitor loan payments and collections**, addressing any delinquencies or issues.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Finance, Accounting, or related field.
- **Experience in corporate lending**, with a focus on loan processing.
- **Strong knowledge** of corporate lending products and practices.
- **Analytical and numerical proficiency**, with excellent problem-solving skills.
- **Effective communication** and negotiation abilities.
- **Customer-oriented approach** with a high level of professionalism.
- **Proficiency in MS Office** and loan origination software.
- **Ability to work under pressure** and meet tight deadlines.

17. Legal Manager:

A **Legal Manager** oversees the legal aspects of a company, providing expert advice and ensuring compliance with legal standards.

Key Responsibilities:

- **Provide legal advice** to management and departments on various matters.
- **Develop and implement legal policies** to maintain company compliance.
- **Draft, review, and negotiate legal documents** such as contracts and agreements.
- **Represent the company** in legal disputes and proceedings.
- **Supervise the legal team** and manage external legal counsel.
- **Stay updated** on legal developments and advise management accordingly.
- **Manage the legal budget** and expenses.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in any stream or in Law and a valid license to practice.
- **Experience as a Legal Manager** or similar role in a corporate setting.
- **Comprehensive knowledge** of corporate law and legal procedures.
- **Strong legal drafting, research, and negotiation skills.**
- **Leadership and organizational abilities.**
- **Excellent communication** and interpersonal skills.
- **High ethical standards** and integrity.
- **Proficiency in MS Office** and legal software.

18. Retail Legal Team Lead:

The **Retail Legal Team Lead** directs the legal team for retail operations, ensuring all activities comply with legal requirements.

Key Responsibilities:

- **Provide legal advice** to retail staff on various issues.
- **Develop and implement legal policies** for retail compliance.
- **Draft, review, and negotiate legal documents** for retail operations.
- **Represent the company** in retail-related legal disputes.
- **Supervise the retail legal team** and manage external counsel.
- **Keep informed** of legal changes affecting the retail sector.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in any stream or Law degree and a valid license to practice law
- **Experience in retail legal management**, with a focus on policy development.
- **Ability to provide legal guidance** on retail operations.
- **Strong legal drafting** and negotiation skills.
- **Leadership skills** to manage a specialized legal team.
- **Up-to-date knowledge** of legal developments in retail.
- Proven experience as a Retail Legal Team Lead or a similar role in the retail sector
- Comprehensive knowledge and understanding of the retail law and legal

19. Retail Legal Team Executive:

A **Retail Legal Team Executive** is integral to the legal framework of a company's retail operations, ensuring all legal documentation is managed effectively.

Key Responsibilities:

- **Manage legal documents** for retail operations, including contracts and agreements.
- **Ensure accuracy and compliance** of legal records with company policies and legal standards.
- **Research and support** on legal issues related to retail operations.
- **Liaise with retail managers**, staff, and external counsel on legal matters.
- **Audit and quality check** legal documents, resolving discrepancies.
- **Utilize software and tools** for legal document management and analysis.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in any stream or **Bachelor's degree in Law** or a related field.
- **Experience in a retail legal role**, with a strong understanding of retail law.
- **Proficient in legal drafting**, research, and communication.
- **Attention to detail** and a high level of accuracy.
- **Strong organizational** and multitasking abilities.
- **Proficiency in MS Office** and legal software.

20. Credit Manager:

A **Credit Manager** oversees the credit granting process, ensuring a balance between growth and risk.

Key Responsibilities:

- **Evaluate creditworthiness** of potential and existing customers.
- **Develop credit scoring models** for approval or rejection of credit.
- **Set and adjust credit limits** and terms for customers.
- **Negotiate and finalize loan contracts** with customers.
- **Ensure compliance** with credit policies and regulations.
- **Monitor and manage the credit portfolio**, loan payments, and collections.
- **Report on credit performance**, analysing trends and making recommendations.
- **Resolve credit issues** and customer complaints.
- **Supervise and train credit staff** to ensure performance and productivity.

Essential Qualifications & Skills:

- **Educational requirement: Bachelor's degree in Finance**, Accounting, or related field.
- **Experience as a Credit Manager** or similar role in the credit industry.
- **In-depth knowledge** of credit products and practices.
- **Analytical and decision-making skills**.
- **Strong communication**, negotiation, and customer service abilities.
- **Leadership and organizational skills**.
- **Attention to detail** and accuracy.
- **Proficiency in MS Office** and credit management software.

21. Credit Legal Team Lead:

The **Credit Legal Team Lead** directs the legal team for credit operations, ensuring legal compliance and protection of the company's interests.

Key Responsibilities:

- **Provide legal advice** to credit managers and staff on loans, policies, and compliance.
- **Develop legal policies** to ensure compliance in the credit sector.
- **Draft, review, and negotiate legal documents** for credit operations.
- **Represent the company** in legal disputes involving credit operations.
- **Supervise the credit legal team** and manage external counsel.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in any stream or Law degree and a valid license to practice law
- **Experience leading a credit legal team**, with a focus on policy development.
- **Ability to provide legal guidance** on credit operations.
- **Strong legal drafting** and negotiation skills.
- **Leadership skills** to manage a specialized legal team.
- Proven experience as a Credit Legal Team Lead or a similar role in the credit sector
- Comprehensive knowledge and understanding of the credit law and legal procedures

22. Credit Legal Team Executive:

A **Credit Legal Team Executive** supports the legal framework of a company's credit operations, ensuring all legal documentation is managed effectively.

Key Responsibilities:

- **Manage legal documents** for credit operations, including loan contracts and agreements.
- **Ensure accuracy and compliance** of legal records with company policies and legal standards.
- **Research and support** on legal issues related to credit operations.
- **Liaise with credit managers**, staff, and external counsel on legal matters.
- **Audit and quality check** legal documents, resolving discrepancies.
- **Utilize software and tools** for legal document management and analysis.

Essential Qualifications & Skills:

- **Educational requirement: Bachelor's degree in** any stream **or** Law degree or a related field.
- **Experience in a credit legal role**, with a strong understanding of credit law.
- **Proficient in legal drafting**, research, and communication.
- **Attention to detail** and a high level of accuracy.
- **Strong organizational** and multitasking abilities.
- **Proficiency in MS Office** and legal software.

23. MIS - Retail:

An **MIS - Retail** professional is responsible for the information systems that support a company's retail operations, ensuring data accuracy and system functionality.

Key Responsibilities:

- **Design and implement information systems** that support retail processes like inventory and sales.
- **Ensure the security and availability** of information and data.
- **Develop reports and dashboards** to analyse retail performance and trends.
- **Provide technical support** to retail staff and managers.
- **Troubleshoot issues** with information systems and databases.
- **Collaborate with various departments** to integrate information systems.
- **Prepare** commission of retail employees

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Information Systems, Computer Science, or a related field.
- **Experience in retail information systems**, with strong design and management skills.
- **Data analysis and reporting expertise.**
- **Effective communication** and problem-solving skills.
- **Customer-oriented approach** and professionalism.
- **Proficiency in MS Office, SQL,** and other relevant software.

24. MIS - Corporate:

An **MIS - Corporate** professional manages the information systems for a company's corporate functions, ensuring data integrity and system efficiency.

Key Responsibilities:

- **Design and implement information systems** for corporate functions like finance and HR.
- **Maintain data accuracy, security, and availability.**
- **Generate reports and dashboards** for corporate performance analysis.
- **Provide technical support** to corporate staff and managers.
- **Ensure system integration** across different corporate functions.
- **Prepare** commission of corporate employees

Essential Qualifications & Skills:

- **Educational requirement: Bachelor's degree in Information Systems, Computer Science, or a related field.**
- **Experience with corporate information systems**, with a focus on system development and management.
- **Strong data analysis and reporting capabilities.**
- **Excellent communication** and collaboration skills.
- **Proficiency in relevant software** and technologies.
- Customer-oriented attitude and a high level of professionalism
- Proficiency in MS Office, SQL, and other information systems and databases software

25. Regional Head:

The **Regional Head** is a strategic leader responsible for the growth and management of a company's operations within a specific region.

Key Responsibilities:

- **Develop and implement regional strategies** that align with the company's overarching goals.
- **Lead and motivate the regional team** across various functions to meet targets.
- **Build strong relationships** with key regional customers, partners, and stakeholders.
- **Identify and capitalize on new business opportunities** to increase market share.
- **Analyze regional market trends** and provide actionable insights to management.
- **Ensure regional operations comply** with company policies and legal regulations.
- **Manage the regional budget** and resources for optimal efficiency.
- **Resolve regional issues**, ensuring customer satisfaction and loyalty.

Essential Qualifications & Skills:

- **Educational requirement:** Bachelor's degree in Business, Management, or related field.
- **Proven experience** as a Regional Head or in a similar leadership role.
- **Strong knowledge** of the regional market and industry.
- **Excellent leadership**, management, and organizational abilities.
- **Effective communication**, negotiation, and presentation skills.
- **Customer-oriented approach** and professionalism.
- **Proficiency in MS Office** and other relevant software.
- **Willingness to travel** as necessary.
- **Required** two-wheeler with valid driving license

26. RM Sales (Relationship Manager Sales):

An **RM Sales** is dedicated to fostering positive customer relationships and driving sales performance in key sectors.

Key Responsibilities:

- **Meet with potential and existing customers** to understand their needs.
- **Recommend and sell products or services** that fulfill customer requirements.
- **Negotiate and finalize contracts** with customers.
- **Provide after-sales support**, ensuring customer satisfaction and loyalty.
- **Generate new leads** and referrals from existing customers.
- **Achieve and exceed sales targets** and objectives.
- **Collaborate with internal teams** to deliver products/services and resolve issues.
- **Track sales activities** and performance, preparing reports and forecasts.

Essential Qualifications & Skills:

- **Educational requirement: Bachelor's degree** in Marketing, Finance, Accounting, or related field.
- **Proven experience** as an RM Sales or in a similar sales role.
- **Solid knowledge** of industry products or services.
- **Excellent sales, negotiation, and customer service skills.**
- **Strong communication** and relationship-building abilities.
- **Goal-oriented mindset** and high motivation.
- **Proficiency in MS Office** and CRM software.
- **Ability to work independently** and collaboratively.
- **Attend to client complaints and resolve issues.**
- **Visit outside/ field sales.**
- **Required two-wheeler** with valid driving license