



<b>Organization:</b>	<b>DOCTPRO</b>
<b>Job Title:</b>	<b>Finance Executive, Software Coordinator Executive, Business Research Executive, Content Creator Executive, Business Development Executive, Business Analyst Executive, HR Generalist Executive</b>
<b>CTC:</b>	<b>3 - 5 LPA</b>
<b>Location:</b>	<b>Pan India</b>
<b>Departments Eligibility:</b>	<b>Management, IT</b>
<b>Course Eligibility</b>	<b>BBA/ BCOM / MBA/ BCA/MCA</b>
<b>Student Gender Preference:</b>	<b>any</b>

**General Job Description**

- Support business operations by managing financial records, preparing reports, and coordinating with internal teams for smooth workflow.
- Conduct market and business research, analyze data, and provide insights to support strategic decision-making.
- Create and manage digital content, marketing materials, and communication for brand promotion and engagement.
- Identify new business opportunities, maintain client relationships, and assist in achieving company growth targets.
- Handle HR activities such as recruitment support, employee coordination, and maintaining organizational documentation and policies.

**BENEFITS**

- Fixed Take-Home Pay: A consolidated monthly salary
- Performance-Based Incentives: Attractive sales incentives are based on the achievement of targets and overall performance.
- Comprehensive Training Program: Includes mandatory onboarding and mock training sessions to ensure field preparedness and professional growth.
- Tech-Enabled Field Support: Executives will be provided with an iPad and eSIM to enhance productivity and facilitate seamless field operations.

**Eligibility**

**BBA/BCOM/ MBA/ BCA/ MCA**

**Specialization Marketing, HR, Finance & IT**

**Fresher**

**Technical skills, attention to detail, problem-solving, and communication skills.**

**Meeting minimum age requirements, typically 18 years old.**

<b>Job Reviewed by: Director, Training &amp; Placement</b>
<b>Job Approved by: Director, Training &amp; Placement</b>
<b>Job opportunity provided through: Training and Campus Placement Department</b>