# JOB DESCRIPTION

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| **Organization:** | **SNS CONSULTANCY** |
| **Job Title:** | **Operations executive /Finance Operations** |
| **CTC:** | **3.6 LPA** |
| **Location:** | **BANGALORE** |
| **Departments Eligibility:** | **Management/Commerce** |
| **Course Eligibility** | **BBA, BCOM** |
| **Student Gender Preference:** | **ALL** |

## General Job Description

- Manage day-to-day operational and finance-related activities.
- Process and verify financial transactions, invoices, and payment-related documents.
- Maintain accurate financial and operational records.
- Assist with accounts payable and accounts receivable activities.
- Perform data entry, reconciliation, and verification of financial information.
- Prepare and maintain MIS reports and operational reports.
- Monitor transactions and identify discrepancies or errors.
- Coordinate with internal departments for finance and operational requirements.
- Support month-end and periodic reporting activities.
- Maintain proper documentation and ensure compliance with company policies.
- Handle queries related to finance and operations and provide timely resolutions.
- Assist in process improvement and ensure smooth workflow within the department.

## Preferred Skills

- Good understanding of basic Finance and Accounting concepts.
- Strong numerical and analytical skills.
- Good knowledge of MS Excel and other MS Office tools.
- Attention to detail and accuracy.
- Good communication and interpersonal skills.
- Strong organisational and time-management skills.
- Problem-solving and decision-making abilities.
- Ability to handle data and maintain confidential information.
- Ability to work independently and as part of a team.
- Willingness to learn financial and operational processes.

## Eligibility

**Management/Commerce**

Specialization **BBA/BCOM**

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| **Job Reviewed by: Senior Director, Training & Placement** |
| **Job Approved by: Senior Director, Training & Placement** |
| **Job opportunity provided through: Training and Campus Placement Department** |

**DATE:-22.06.2026**