

**Suryadatta Education Foundation's**  
**Suryadatta Group of Institutes**

**Name of the company** : SEF's Suryadatta Group of Institutes  
**Location / Campus** : Bavdhan, Pune  
**For whom** : PGDM / MBA  
**Position** : Alumni coordinator

**About the company :**

Suryadatta Education Foundations' , Suryadatta Group of Institutes , has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defense, Beauty & Wellness, Vocational & Advanced Studies, PhD centre etc.

Various academic and social institutes under the SEF aegis are growing and need professionals to be a part of their growth. For details refer [www.suryadatta.org](http://www.suryadatta.org)

**Job Profile :**

1. **Alumni connect** : To contact Alumni of various institutes of Suryadatta and maintain up to date information about the Alumni. Contact telephonically, by email or using social media tools.
2. **Alumni meets** : Plan and execute National and regional meets for Alumni. Maintain regular contact with Alumni through emails, social media and portals.
3. **Alumni visits at Suryadatta** : Coordinate and arrange for Alumni visits at Suryadatta campus
4. **Portals** : Use of Alumni portal and required software for Managing Alumni relations.
5. **Coordination**: Coordinate with faculty members, Alumni and management for Alumni cell & related activities.
6. **Support planning and coordination** of the Alumni cell activities.
7. **Record keeping** : Keeping records for each Alumni using Alumni software.
8. **Others** : Any other related work allotted from time to time
9. **Compliance and Reporting** : Submit a daily report on activities and compliance. Submit a weekly report of the time table compliance /deviations and consolidated status of Admission related activities done.

**No. of positions** : Two (2)

**CTC** : Rs. 3.6 to Rs. 4.32 lakhs p.a. depending upon proficiency and qualification /percentage

**Selection criterion :**

1. Good communication skills
2. No Backlog in Graduation and Post Graduation throughout. First Class Preferred in MBA.
3. I.T. Skills viz. MS Word, Excel, PowerPoint required
4. 2 wheeler / 4 wheeler required. Candidate must be ready to travel to various locations as and when needed
5. Experienced candidates shall be preferred. However, fresher can also apply.
6. Selection process : Personal interviews

**Date** : 16.01.2020

**Interested candidates should apply by 30.01.2020 by sending their resume and relevant documents on [support@suryadatta.edu.in](mailto:support@suryadatta.edu.in) or send their resume with documents to the Director HR, Suryadatta Group of Institutes, Patil Nagar, Bavdhan, Pune - 411021**