



Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Brief about the Company	Electronica Finsmart Solutions Pvt Ltd
Current Opening (Designation)	Personal Secretary cum Admin Assistant
Profile of the Candidates	Any Graduate, minimum 2 Years of experience
Locations	Kothrud, Pune
Number of Candidates	01
CTC / Pay Package (yearly)	INR 2.4-3 LPA
Date of Joining	15 th April
Selection Process & Criteria	Telephonic Round, Written Tests, Face to Face Interview, Excellent Verbal and written Communication skills is a must.

Contact Person: Mr. Rishi Moolani- Hiring Manager

Contact No: 7798186237

Email ID: resume@finsmart.co.in

Website: <https://www.finsmart.co.in/>

Careers:- <https://www.finsmart.co.in/careers/>

*With Warm Regards,
Rupsi
Placement Team
SCDL*