



JOB DESCRIPTION

Inviting applications for the **ROLE** Tally Faculty – Training & Operations

Reports to	Centre Head
Role Objective	To impart training and monitor the student life cycle for ensuring standard outcome
Responsibilities In this role, you will be responsible for:	<ul style="list-style-type: none"> ▪ Impart Training on GST, TDS Income tax, Payroll , Indirect Taxation ,Indirect Tax and Tally ▪ Teach 2-3 batch sizes of 15-20 students/batch per day and impart training/learning as per prescribed curriculum & teaching guidelines ▪ Assess and evaluate students for their proficiency, comprehension ,familiarity with the course/subject, job-readiness ▪ Lead, Support & Facilitate Student selection & enrollment and placement efforts along with other center personnels ; Do Student Counselling ▪ Provide, publish MIS, reports, insights as per requirement
Desired profile	<ul style="list-style-type: none"> ▪ Graduate Post Graduate or Diploma in Commerce ▪ Relevant Training Certification in Tally (ACE,PRO,GURU) ▪ Minimum 1+ Years of Experience as Faculty and Trainer ▪ People with relevant Industry Experience (1-3 years), seeking a career in Teaching can also be considered ▪ Fresh Graduates can also apply ▪ Strong verbal and written Communication Skills ▪ Strong Interpersonal skills; Should demonstrate patience & perseverance ▪ Should have good knowledge and practical experience in the area of Tally ▪ Should be able to mentor, coach and counsel students ▪ Must have the Liking for Teaching as a Career ; ▪ Prior experience as a faculty/ trainer / Instructor is highly desirable but not a must ▪ Student Enrollment for the course/batch ▪ Student Placement for the course/batch

Follow us: [Facebook](#) | [Instagram](#) | [YouTube](#) | [LinkedIn](#) | [Twitter](#)

www.anudip.org