

VIVEK MUNOT

INVESTMENT CONSULTANT & FINANCIAL PLANNER

APPOINTMENT LETTER

To,

Ms. Nandini Jadhav

WRT our Discussion & Meeting at our Office, We are Glad to offer you of Office Executive

JOB TITLE: OFFICE EXECUTIVE

Job Responsibilities:

1. Data Management of Clients
2. Maintaining of Data Base & Updation for Clients
3. Execution of Transactions
4. Coordination with external/Operation Team from Funds House for Operation Related Query
5. Maintaining of Reports In System & Excel base
6. Handling of S/w Platforms used in our & Keeping Track for the same
7. Updation /Design & Development

Job Timings: 1:30 to 5:30pm

Salary: 8000/-PM

W/O: Sunday (it can be staggered if working on Sunday)

Regards



Vivek Munot

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