

Section	Description
School/Department Name	Alumni Relations
Contact Name	Vishal K
Email Address	Vishal.k@woxsen.edu.in
Phone Number	+91 9100120699
Job Profile Information	
Job Title	Database Manager
Department	VP Office
Reporting To (Title)	Head – Alumni Relations
Number of Positions	2
Job Summary	To maintain a comprehensive and accurate record of alumni information. This data is crucial for targeted communication, event planning, fundraising, and alumni benefits management.
Key Responsibilities	Data entry, data cleaning, data analysis, database optimization, and ensuring data security.
Qualifications	
Education	Min Bachelors
Experience	0-1
Skills	<ul style="list-style-type: none"> <li>- Able to Handle Microsoft Applications</li> <li>- Graphic Designing</li> </ul>
Certifications	
Additional Information	
Preferred Start Date	Immediate
Additional Details	