

## Location: Pune (Hybrid)

- Primary work from home with visits to service partners offices, client locations in Pune.

## About the company

Saartha Solutions is a small team working fully remotely in the personal finance, investments, legal consultation. We believe in creating a positive impact to the society around us while delivering our services to our customers.

We are offering an internship position to recent graduates in the stream of B.Com/ B.B.A./B.Sc. (any graduate) students with flexible working hours and remote work possibilities.

## Role : Team assistant

### Benefits:

- Minimum monthly stipend of Rs. 6000/- per month.
- Duty hours: 15 hours per week (flexible).
- Bonus : Rs. 100 per extra work hour.
- Tenure: 6 months.
- Option to convert into long term employment after the internship if you show passion, dedication towards work.

### Responsibilities

1. Attending online meetings to understand the tasks.
2. Answering to the chat to keep updated status of the tasks.
3. Filling online forms, paper forms.
4. Sending, receiving couriers for the customers for collecting forms, documents, parcels.
5. Submitting the documents in person to the designated offices in Pune (Deccan, Pune central)
6. Answering queries from the customers (over phone, chat, email).
7. Giving updates of the tasks to the customers, managers.
8. Follow up with the customers (over email, chat, phone).
9. Learn the processes using online training, documents.
10. Prepare google docs to document the processes.
11. Coordinating corporate gifts to the customer during festival season.
12. Suggest improvements in the processes

### Expectations from the candidate

1. Education: minimum Graduate in any stream.
2. Good communication (oral + written) in English, Marathi, Hindi.
3. Sincere, curious, flexible.
4. Continuous learning attitude.
5. Age: minimum 18
6. Own laptop, phone, high speed internet to attend online meetings.
7. Ready for occasional local commute for submitting the documents (flexible time).

### Nice to have

1. Having entrepreneur mindset
2. Having interest in personal finance or desire to learn more into this field.

### Contact :

Please reach out to Devendra +91 98928 29151 (No calls please. Only whatsapp message.) for details.