

Taxmantra Global

Sales Coordinator, Social Media Executive, Business Development Associate, Finance Executive, Accounts Executive, Corporate Law (Executive)

Job Profile Details

Placement Cycle	ARKA JAIN University - Placements 2025-26
Job Location	Saltlake Sec-V, Kolkata
Date of Visit	NA
Position Type	Full Time
Expected Hires	NA
Sector	NA
CTC	INR 175000 - 420000
Category	Level 2 - General
Description	Job Title: Social Media Executive

Job Overview:

They are seeking a creative and dynamic Social Media Executive to manage and grow their brand presence across multiple platforms. The ideal candidate should be skilled in content creation, design, and community management, with the ability to align social media efforts to overall business goals.

Key Responsibilities:

Create engaging content (posts, reels, stories, blogs, videos, graphics) tailored to each platform.

Design creatives, infographics, and posts using Canva (and other design tools as needed).

Plan, schedule, and publish posts across LinkedIn, Instagram, Facebook, YouTube, and more.

Assist in developing and executing social media strategies aligned with business objectives.

Monitor industry trends, hashtags, and competitor activities

to recommend fresh ideas.

Track and analyze performance metrics, prepare reports, and suggest improvements.

Engage with followers by responding to comments/messages and fostering community growth.

Support in running and optimizing paid ad campaigns.

Collaborate with design, marketing, and content teams to ensure consistent brand messaging.

Requirements:

Bachelors degree in Marketing, Mass Communication, Digital Media, or related field.

Proficiency in Canva; familiarity with Photoshop, Illustrator, or video editing tools is a plus.

Strong understanding of social media platforms and content trends.

Excellent written and verbal communication skills.

Creative mindset with attention to detail.

Basic knowledge of paid ad management and analytics tools.

Job Title:Corporate law executive

Key Responsibilities:

FEMA Compliance:

- Manage compliance under FEMA, including FCGPR, FCTRS, ODI

- Provide advisory services on foreign direct investment (FDI), overseas direct investment (ODI), and external commercial borrowings (ECB).

- Assist in obtaining approvals and clarifications from RBI for FEMA-related matters.

- Ensure timely filings for capital account transactions and regulatory reporting.

Corporate Compliance and Advisory:

- Assist in setting up entities for foreign investors, including compliance with applicable foreign investment caps and sectoral restrictions.

Incorporations and Secretarial Work:

- Handle incorporation of entities (Private Limited, LLP, Section 8) for domestic and foreign stakeholders.

- Draft and file SPICe+ forms, MOA, AOA, and other

statutory documents.

Ensure compliance with post-incorporation regulatory filings and formalities.

Regulatory Liaison:

Liaise with the Reserve Bank of India (RBI), Registrar of Companies (ROC), and other regulatory authorities.

Represent clients during regulatory audits, inspections, or clarifications related to FEMA compliance.

Documentation and Reporting:

Prepare FEMA-related documentation, including share allotment forms, capital infusion documents.

Maintain accurate records of filings and correspondence with regulatory bodies.

Training and Knowledge Sharing:

Stay updated on amendments in FEMA, Companies Act, and other relevant regulations.

Job Title: Finance Executive

Key Responsibilities:

Assist in day-to-day accounting and bookkeeping activities.

Prepare financial statements, MIS reports, and reconciliation statements.

Support in monthly and annual closing activities.

Monitor accounts payable and receivable and ensure timely settlements.

Coordinate with internal departments and external vendors for invoicing and billing.

Assist in GST, TDS, and other statutory compliance filings.

Maintain documentation and records for audits, assessments, and internal reviews.

Support budgeting, forecasting, and financial analysis tasks.

Liaise with clients for financial data collation and query resolution (where applicable).

Contribute to automation and process improvement initiatives.

Requirements:

Bachelors degree in Commerce, Finance, or Accounting (B.Com/BBA/MBA-Finance).

Solid understanding of accounting principles and statutory compliance.

Proficiency in Excel; experience with accounting tools like Zoho Books, Tally, QuickBooks is a plus.

Good communication and coordination skills.

Ability to work independently and handle multiple tasks under deadlines

Job Title: Accounts Executive

Key Responsibilities:

Handle daily accounting, bookkeeping, and reconciliations.

Prepare financial statements, MIS, and closing reports.

Manage payables, receivables, invoicing, and settlements.

Assist in GST, TDS, and statutory filings.

Maintain records for audits and reviews.

Support budgeting, forecasting, and financial analysis.

Coordinate with departments, vendors, and clients.

Contribute to process automation and improvements

Sales Coordinator & Business Development Executive Role Overview

The Sales Coordinator provides essential support to the sales team and ensures the smooth execution of sales activities. This role focuses on managing leads and inquiries, scheduling meetings, and maintaining effective communication across teams and with clients. The ideal candidate is proactive, organized, and has excellent communication skills with strong follow-up abilities.

What Were Looking For

Strong communication skills with professional call-handling quality.

Good research and organizational skills.

Proactive, timely, and responsible with ownership of tasks.

Ability to manage multiple priorities and deadlines.

Key Responsibilities

Sales Support

Assist the sales team in preparing and organizing sales presentations.

Follow up on leads consistently through WhatsApp, emails, and phone calls.

Schedule and coordinate meetings between the technical team and clients.

Ensure timely communication of updates, product information, and changes to the sales team.

Open for Courses

- Jain - Arka Jain University Jharkhand

BBA

1. Finance
2. Marketing
3. Human Resource

B.Com (Hons.)

1. Finance
2. Marketing
3. Human Resource

BCA

1. Data Science (DS)
2. Artificial Intelligence (AI)

BA (Hons.)

1. Journalism & Mass Communication

BBA LLB (Hons)

1. BBA-LLB (H)

MBA (Semester)

1. Marketing & Finance
2. Marketing & Human Resource

B.Tech

1. Computer Science Engineering

Eligibility Criteria

BA (Hons.)	<i>All students are eligible</i>
B.Tech	<i>All students are eligible</i>
B.Com (Hons.)	<i>All students are eligible</i>
BBA LLB (Hons)	<i>All students are eligible</i>
BBA	<i>All students are eligible</i>
MBA (Semester)	<i>All students are eligible</i>
BCA	<i>All students are eligible</i>

Work Experience Criteria	No work experience based criteria defined yet!
Allowed Genders	[Y] Male students [Y] Female students [Y] Other Genders
Backlogs	Students with backlog(s) not allowed

Hiring Workflow

Resume shortlisting

No Venue/Time specified

HR interview

No Venue/Time specified

Additional Info

No additional information