



About Education Matters

EDUCATION MATTERS, established in 2003 is a leading professional international education consulting company with more than 30 man years of experience behind the team. We apply an inspirational approach to the world of learning, successfully integrating the process of education and career counseling into a unified vision. Our head office is in Chennai-South India with company owned offices in Hyderabad.

Our CSR activities that has received the appreciation of Mr. Narendra Modi, the Honorable Prime Minister of India. Our tenth corporate anniversary was wished well by

- Her Majesty the Queen of England, Buckingham Palace, London
- Thiru. P. Palaniappan, Honourable Minister for Higher Education, Government of Tamil Nadu
- Dr.M.Rajaram, Vice –Chancellor, Anna University
- Professor R. Thandavan, Vice –Chancellor, University Of Madras
- Dr.P.Kaliraj, Professor of Biotechnology and formerly Vice- Chancellor (Officiating), Anna University
- Mr. Paul Sellers, Director, British Council, South India
- Mr. Michael Carter, Trade Commissioner & Consul Commercial, Australian Trade Commission.
- Dr. T.S Sridhar, I.A.S (Ret) Formerly Additional Chief Secretary/ Commissioner of Revenue Administration, Government of Tamil Nadu
- R. Madhavan, Actor
- Mrs. Radhika Sharath Kumar, Actor
- Dr. T. Chandra Sekhar – Principal of Vellammal Institute of Technology
- Dr. S. Salivahanan – Principal of SSN College of Engineering
- Dr. S. Ramachandran – Vice chancellor of Hindustan University
- Dr. Thangam Maganathan – Chairperson Rajalakshmi Institutions
- U.Sudhir Lodha – State Minorities Commission Member, Government of Tamil Nadu.

Job Description – Operation and Accounts Executive

Line Management: The operations executive will report to CEO.

Roles/Responsibilities: Responsibilities will include and is not restricted to the following.

Accounts

- Maintain Bank, Cash accounts for the company
- Complete BRS regularly
- Handle the bank operations, purchase and sales
- Process Payments

- Raise invoices and follow up for payment
- Assist in accounts finalization and audit
- Use of Tally is mandatory

University coordinaiton

- Establish relation with Branch offices and associates to ensure that applications are received in the required manner and time.
- Quality check all applications received to ensure that they are filled correctly and full.
- Dispatch all applications received to respective universities on the same day after quality check updating software.
- Establish relationship with international universities particularly with the application processing department and contacts.
- Follow up with the university and work towards improving the application process timing.
- Get confirmation of all application sent to universities in time.
- Provide every university with a pending offer report every week.
- Plan and execute systematic follow ups to ensure the quick response to the applications.
- Should be capable of assessing the quality and eligibility of the application to ensure that the right application goes to the right university.
- Streamline and maintain the process between the branches – Universities and the respective reply from the university to the branches.
- Should ensure that the management is aware of changes/ updation in the application process..
- Should upgrade himself/herself of the basic information to effective complete the assigned task.
- Use the internal software effectively
- Deal with priority processing requests and ensure that necessary out comes are derived in required time.

Database

- Maintain a consolidated data base of all the student data collected
- Should be capable of sending email/ sms to specific data.
- Database management includes maintaining and updating the data.
- Use the internal software effectively

Qualification required.

- A Graduate or postgraduate or professional qualification in an arts or management related subject. Knowledge of Tally.

Skills required

- Command over spoken and written English
- An ability to communicate effectively among colleagues and customers.
- Experience in data entry
- Good telephone manners
- Basic Computer Knowledge.

Compensation

Suitable candidate will be rewarded adequately based on their knowledge, skills and experience.