



Vidya Vikas Mandal's
VIDYA VIKAS ACADEMY (CBSE)
Shree Damodar Educational Campus,
G.R.Kare Road, Tansor, Comba,
Margao, Goa - 403601

requires

1. FINANCIAL OFFICER CUM ADMINISTRATOR

Mid-level leadership position, ideal candidate possessing more than 5 years experience of handling finance, accounts and administrative roles in a reputed institution with a pleasing personality, strong written / verbal communication skills, multi-tasking talent and proven ability to lead a team towards exemplary performance standards.

Responsibilities: Finance related matters, Purchases, Asset Management, Parent facilitation, Administrative matters

Qualification: B.Com / M.Com - Above 55%, from recognized Institution / Board with sound knowledge of computers and Tally.

2. NURSE

Qualification: B.Sc Nursing / GNM Nursing- Above 55%, from recognized Institution / Board.

3. MUSIC TEACHER

Qualification: H.S.S.C. - Above 55%, from recognized Institution / Board, Singing ability and thorough knowledge of keyboard / Guitar, Coordinating Events and handling online classes.

Last date for applications : July 20, 2021

Application may be submitted to school office or

email : cv@vidyavikasacademy.edu.in

Principal