

Newspaper Advertisement (Vacancy 1-2015)

Bhatnagar International requires the following for its various educational & associated branches.

1. CFO – Chief Financial Officer (M/F)

Qualification – MBA Finance / Chartered Accountant

Experience – 10 years

Job Description –

- Controlling and monitoring of all the Finance & Accounts related activities.
- Plays an active role in monitoring budgeting, forecasting.
- Monitor banking activities of the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan.
- Oversee the maintenance of the inventory of all fixed assets.
- Create and assess financial statements and budget documents.
- Supervise staff, including regular progress reviews and plans for improvement.

ESSENTIAL -

- Fluent in spoken and written English coupled with excellent communication skills.
- Smart appearance
- Confident

2. CCTV Surveillance Security Manager (CCTV Monitoring) (M)

Qualifications - Diploma in Computer Technology & Hardware knowledge.

Must be familiar with the operations of CCTV Systems.

Experience – 5years (experience in Security Control Room Operations.)

Job Description -

- Monitor & ensure effective CCTV Surveillance and initiate immediate response.
- Establish liaison relationships with local police, security and intelligence services and maintain a network of contacts with security managers .
- Maintaining backup of CCTV recordings on daily basis.
- Should have understanding of behavioural attitude.
- To be fully conversant with emergency evacuation/controlled movement, internally to a place of safety procedures at all buildings monitored.

Essential -

- Manage installation of CCTV cameras.
- Experienced observer in terms of security.
- Prior security experience within a CCTV/Operations control room.
- Able to undertake all duty requirements.
- Prior experience of security risk assessment.
- Confident

3. MBA Managers (M/F)

Qualifications - MBA

Experience - 3 years in projects.

Essential -

- Experience in handling projects, new ventures & land deals.
- Knowledge of Documentation essential.
- Good leadership, management and first line supervision.
- Positive client relationship with client involvement.
- Quick response to changes.

4. Accountant (M/F)

Qualification - B.Com

Experience - 10 years (should have experience of minimum 3 years in a C.A firm)

Job Description-

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.

5. Manager (Sports Shooting and Defence Company)

Qualification - Bachelors, MBA

Experience – 10 years in Managerial Position.

- To manage functions for a Shooting Club and Defence Trading/Manufacturing Company.
- Opportunity for additional income.
- Army Background/ Sports Shooting/Sales Background useful.
- Good Written and Spoken English and Hindi.

GENERAL NOTES

- (i) Please submit a coloured passport size photograph with a white background.
- (ii) Please note that the primary place of work will be in Delhi and Delhi NCR
- (iii) Do Mention your last drawn salary, and how much you expect now.
- (iv) State whether currently employed full time or not.
- (v) Resume should not exceed 5 pages.
- (vi) Any references from earlier places of work can be over and above 5 pages.
- (vii) Complete details of your work experience is required.
- (viii) Please send the Hard Copy of your Resume /CV to:-

**Bhatnagar International School,
Pocket B, Sector X, Vasant Kunj,
New Delhi 110070.**