

RU/CRC/JO/2025/067

Dated: 06<sup>th</sup> August 2025

### SkillIQ

📣 **Job Opportunity for Freshers** – Operation Executive (MBA 2024 & 2025 passed out, MBA 2026 passing out)

**Company:** SkillIQ | Location: Ahmedabad, Gujarat

🌐 **Website:** www.skilliq.co.in

**Position:** Operation Executive (Fresher Level)

📄 **Eligibility:** MBA (Operations / General Management) – Fresher

🚀 **Openings:** 2 | 📁 Type: Full-Time | On-Site

🕒 **Shift:** Day Shift (General Office Hours)

#### **Role Overview:**

We are hiring energetic and detail-oriented MBA freshers for the role of Operation Executive. This role is ideal for candidates who are passionate about optimizing processes, coordinating internal functions, and ensuring smooth organizational operations.

#### **Key Responsibilities:**

- Assist in planning and execution of operational processes
- Coordinate with internal departments for task completion
- Monitor project workflows and timelines
- Maintain operational records and reports
- Support management in administrative and process tasks

#### **Skills Required:**

- Strong organizational and multitasking abilities
- Excellent written and verbal communication
- Basic knowledge of business operations and process flow
- Proficiency in MS Office tools
- Attention to detail and problem-solving attitude

📅 **Last Date to Apply:** 7<sup>th</sup> August 2025, by 3:00 PM

🔗 **Apply Now:** <https://forms.gle/vp5ZgKHUx5GLC6nD8>

📌 **Note:** Read JD carefully before applying.

Copy to:

1. Departmental Coordinator
2. IQAC
3. for Circulation, 4. Master File

For queries or further information: mail: [crc@raiuniversity.edu](mailto:crc@raiuniversity.edu) Call +91 96876 76186