Branch Manager

Collecting money

(Offline payment)

Inform about the course joiners

Collecting fee amount from Management

Inform about fee concession (if any)

Sharing details of course schedule

Inform about curse joiners and getting approval discounts (if any) approval

Sharing the payment details and due dates, pending amount details via E-mail

Follow-up calls & Fix Appointment

Collecting Details & Data Documentation

Consulting Students

Explains about course details

Checking the payment process

Mailing the status of the payment done.

Mail to Accounts receipt

Shares benefits of the Academy

Process for registration and follow-up request of discounts on the course fee (if applicable)

Office Executive

Director

CTO

Executive Director

Accounts Manager

Performance &Culture Trainer