MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)

MES NIGHT COLLEGE OF ARTS AND COMMERCE

NAAC Accreditation "B"
Affiliated by Savitribai Phule Pune University, Pune (ID: PU/PN/AC/446/2012)
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Dr. Sujata Adamuthe (M.Phil, SET, Ph.D)
Principal

Date: 28/10/2026

Placement Notice at Principal Global Services

The students of T.Y.B.Com. and T.Y.B.A. and the Alumni Students of MES Night College of Arts & Commerce during the Academic Year 2026-27, are informed that there are few vacancies in Finance/ Accounts domain at **Principal Global Services (PGS)** for **Pune & Hyderabad** locations. The details of Job (Job Description) of all the locations have been attached with this notice. You are instructed to read all the descriptions in detail and apply accordingly by filling the google sheet **till 30th October 2026.**

Registration Link : https://docs.google.com/spreadsheets/d/1Y8xn6FH8eQox9-3LU3uYxKXwZINvQDxJ/edit?usp=sharing&ouid=114496841601280038833&rtpof=true&sd=true

28.10.26

(Dr. Sujata Adamuthe)
Principal

Principal
M.E.S. Night College of Arts & Commerce
Karve Road, Pune-411 004.

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Job Description: Trainee Process Specialist

Location

Pune / Hyderabad

Shift

Flexible to work in rotational shifts, including US/Night shifts based on business requirements.

Role Summary

We are looking for motivated and detail-oriented graduates/postgraduates to join our Operations team as Trainee Process Specialists. The role involves processing business transactions, reviewing documentation, maintaining data accuracy, supporting client servicing activities, and ensuring compliance with established operational procedures and service standards.

The incumbent will work closely with internal teams and stakeholders to deliver high-quality operational support while meeting productivity, quality, and turnaround time expectations.

Key Responsibilities

- Process and validate business transactions within defined Service Level Agreements (SLAs).
- Review, verify, and maintain records, documentation, and system updates with a high degree of accuracy.
- Analyze internal and external correspondence and take appropriate action as per established procedures.
- Perform data entry, transaction processing, validation, reconciliation, and documentation activities.
- Ensure timely completion of assigned work to meet productivity and turnaround time targets.
- Adhere to organizational policies, compliance requirements, information security standards, and regulatory guidelines.

Classification: Internal Use

- Identify discrepancies, exceptions, or process gaps and escalate them appropriately.
- Support process improvement initiatives and standardization
- Collaborate effectively with peers, subject matter experts, and stakeholders to ensure seamless operations.
- Contribute ideas for process improvement, standardization, and operational efficiency.
- Participate actively in training and knowledge-development programs.
- Undertake additional responsibilities, projects, or assignments as required by the business.

Educational Qualification:

- Bachelor's degree (B.Com, BBA, BA, BSc or equivalent)

Experience

- Fresh graduates or candidates with up to 1 year of relevant experience are welcome to apply.

Required Skills

- Strong verbal and written communication skills.
- Excellent attention to detail and accuracy.
- Analytical and problem-solving abilities.
- Basic understanding of financial services, insurance, pension, or back-office operations (preferred).
- Proficiency in Microsoft Office applications, especially Excel, Word, and Outlook.
- Ability to work effectively in a process-driven environment.
- Strong organizational and time-management skills.
- Ability to multitask and manage priorities effectively.
- Quick learning ability and adaptability to new systems and processes.

Classification: Internal Use

Key Competencies

- Results Orientation
- Customer/Client Focus
- Attention to Detail
- Collaboration and Teamwork
- Accountability and Ownership
- Adaptability and Change Agility
- Sound Business Judgment
- Continuous Improvement Mindset
- Compliance and Risk Awareness

Key Performance Indicators (KPIs)

- Transaction accuracy and quality scores
- SLA and Turnaround Time (TAT) adherence
- Productivity targets achieved
- Error and rework rates
- Client/stakeholder satisfaction
- Compliance and audit adherence
- Process improvement contributions

Development Opportunities

- Structured onboarding and operational training.
- Exposure to financial services, insurance, pension, and transaction-processing operations.
- Opportunity to develop domain expertise and analytical capabilities.
- Career progression within operations, client servicing, quality, process excellence, and specialist functions.

Classification: Internal Use

Job Description: Trainee Process Specialist

Location

Hyderabad

Shift

Flexible to work in rotational shifts, including US/Night shifts based on business requirements.

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Classification: Internal Use

Job Description: Trainee Process Specialist

Location

Pune

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