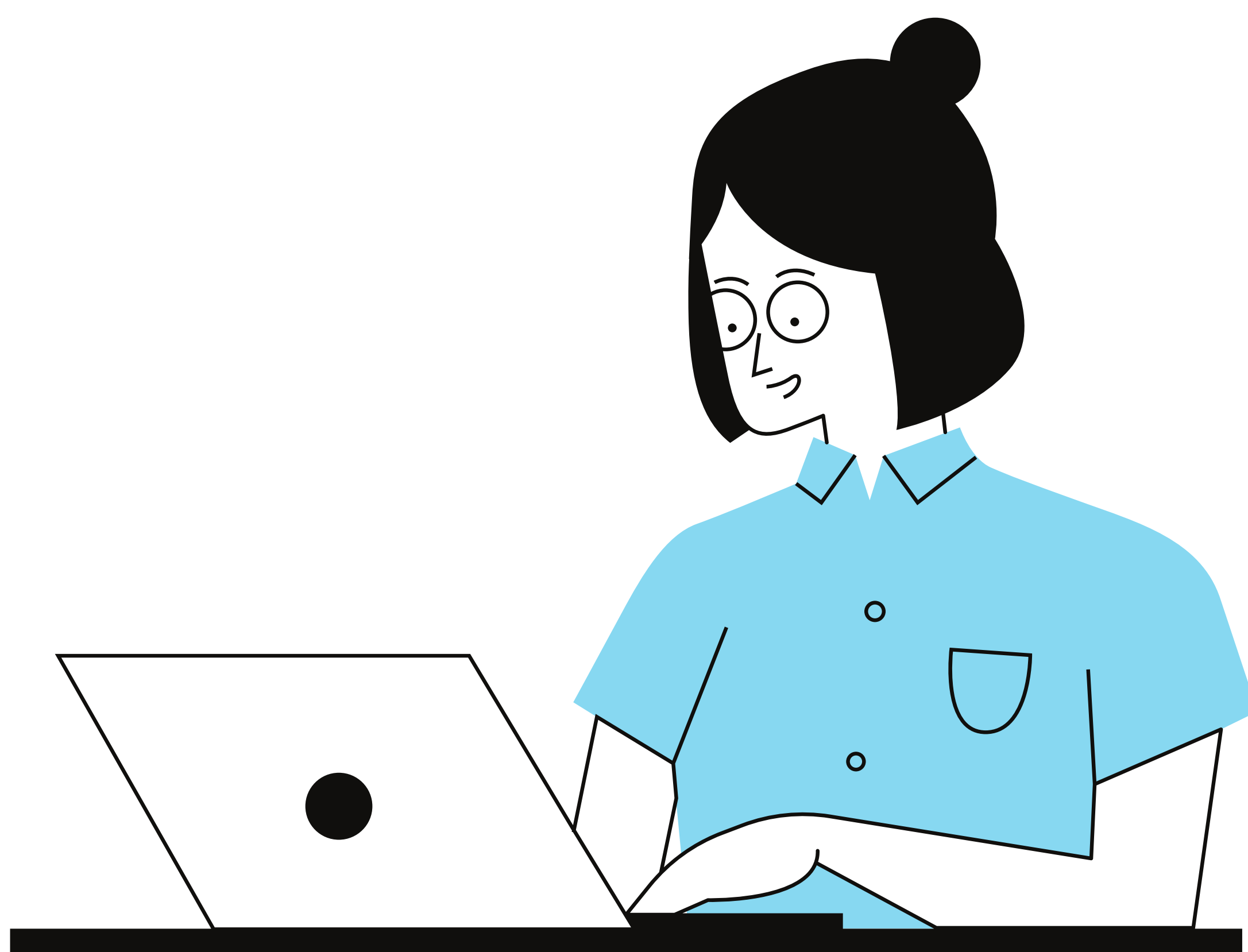


FREQUENTLY ASKED QUESTIONS

for admins



Nerdy Academy

WHAT IS *Nerdy Academy?*

Nerdy Academy is a Home Tuition & Online Tuition service provider. We give tutors a platform to utilize their teaching skills by allotting them students to teach.

Nerdy Academy is an award-winning start up, run by young people and is already ahead of others in conquering the ed-tech industry.

WHAT ARE THE JOB ROLES OF AN *Administrative Sales Manager at Nerdy Academy?*

An Administrative Sales Manager delves into three major work :

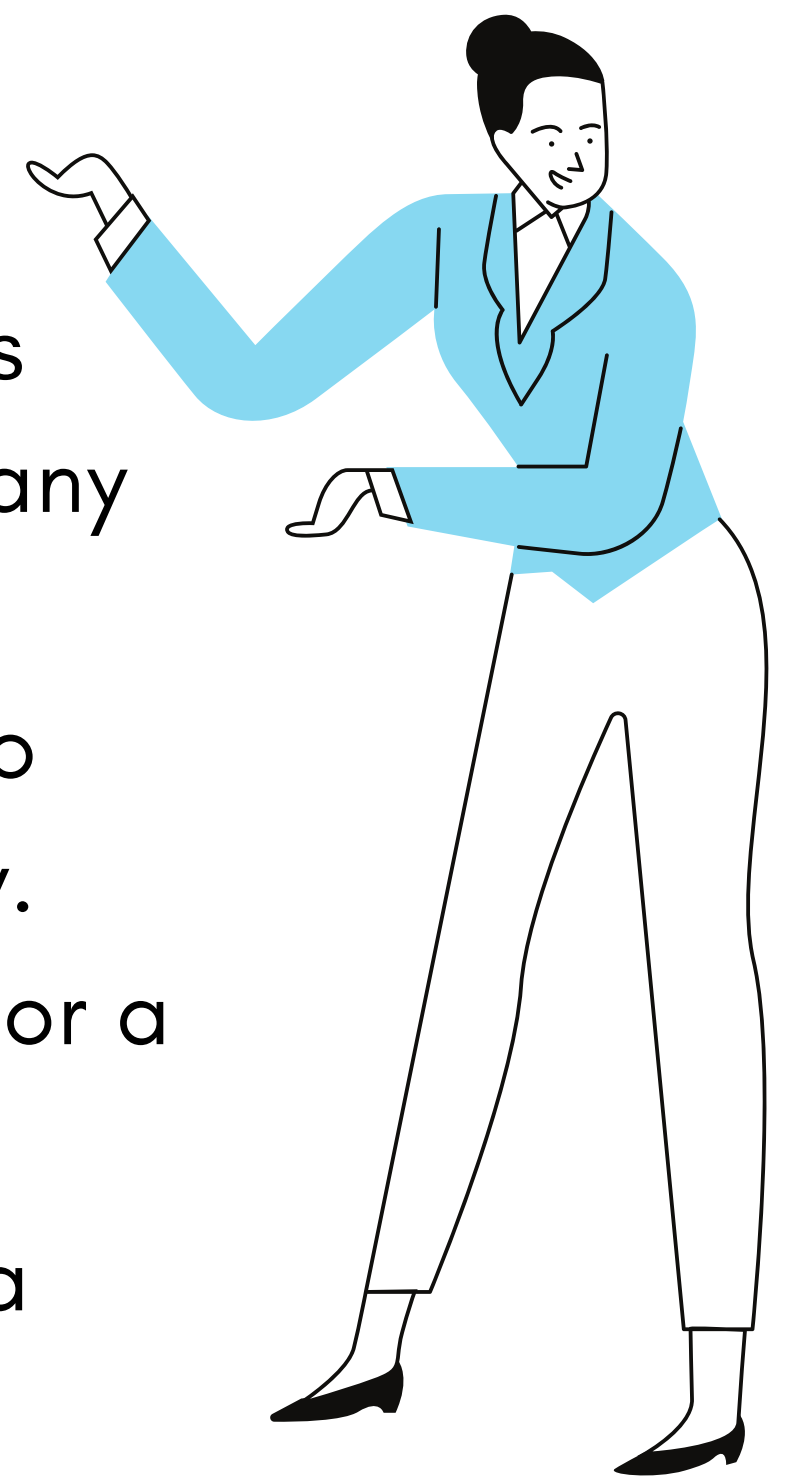
1. **Calls**

- Every Administrative Sales Manager has to rigorously make calls to the leads given by the company.
- The calls are made in order to sell the company's services to the leads.
- The aim of calling is to fix meetings with potential clients.
- Calls are also made for other HR work i.e. organizing interviews at Nerdy Academy.



2. Meetings

- Our Administrator can host a meeting either at our office or at a client's home (as per the client's convenience).
- Meetings include understanding the client's requirement and explaining how our company can meet them.
- Our Administrators counsel the student who wants to take tuitions from Nerdy Academy.
- Our Administrators then customize a plan for a client according to their requirements.
- If the meeting goes well, they arrange for a demonstration session for that student and receive tuition fee to close that particular deal.



3. Computers

- There is a system of CRM which is to be managed by our Administrators.
- Our administrators periodically take follow ups from both, client and tutor to ensure that we are providing quality services.
- They also maintain the financial record of a client and keep everything updated on the system.



IS IT JUST AN OFFICE JOB *or does it also involve field work?*

- The job of an Administrative Sales Manager is 70% office work and 30% field work.
- The office work involves working on the back end.
- The field work involves hosting meetings with clients and organizing demonstration sessions and counseling sessions with tutors at the client's place.



ARE THE EMPLOYEES TRAINED *before they start their work journey?*

- Yes, every employee is trained for a week before they start their work journey at Nerdy.
- The training period is unpaid.
- An employee gets to learn in detail about how our company operates during their training week.

IS THE SALES WORK, *target-based or target-oriented?*

- Every Administrative Sales Manager is majorly responsible for generating revenue for the company.
- Their work is result oriented.
- They are given weekly targets to achieve.
- Sales incentives are dependent on the revenue they generate therefore the work is completely target oriented.

WHAT IS THE ELIGIBILITY CRITERIA TO BECOME *an Administrative Sales Manager at Nerdy?*

The Employers at Nerdy Academy look for these four qualities in any candidate :

- Personality traits : A person who is humble, well-mannered and enthusiastic will always be given preference here.
- Communication skills : Anyone who is able to communicate clearly and can speak and understand decent English and Hindi, will be eligible for the job.
- Computer skills : The back end work that is assigned to the Managers, is all done on computers, therefore anyone who has the basic knowledge of computers (Excel, Word and accessing Email etc.) is considered eligible for the post.
- Knowledge base : A good general knowledge and knowing basic mathematics will give the candidate an edge over others.

WHAT IS THE PAY SCALE OF *Administrative Sales Manager at Nerdy Academy?*

There are two variants of our pay:

Time-based Pay

Nerdy Academy is present in tier 1, tier 2 and tier 3 cities, therefore there is a specific range of pay in each of these places.

The salaries are in terms of Lacs per annum.

- Mumbai : 2.4 – 7.2 (LPA)
- Bhopal, Raipur, Indore : 1.2– 2.2 (LPA)
- Bhilai : 1.2 – 1.8 (LPA)

This is the basic pay that is received by an employee on a mandatory completion of 200 hours of work every month.

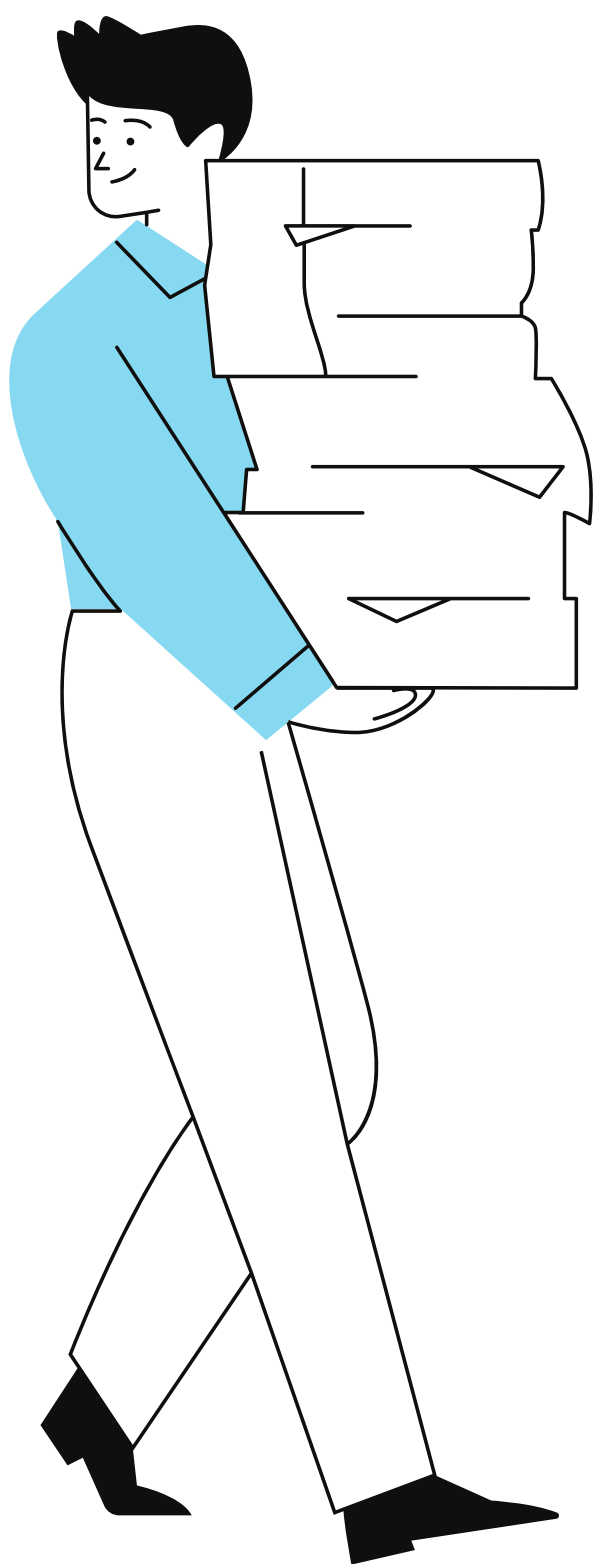


The pay scale is subjective which means that it also depends on the skill set of a particular person.

WHAT IS THE PAY SCALE OF *Administrative Sales Manager at Nerdy Academy?*

Work-based pay

- Nerdy Academy pays incentives to every Administrative Sales Manager regardless of their sales target completion.
- Every revenue that an Administrative Sales Manager generates for the company, a part of it is offered as an incentive to the employee.
- The incentives are added to their salary every month.



An Administrative Sales Manager is given a transfer (with their consent) to a different branch of Nerdy (at a different city) by making suitable amends in their pay.

The same is followed for the General Managers too.

WHAT IS THE MINIMUM TENURE FOR AN *Administrative Sales Manager at Nerdy Academy?*

Every Administrative Sales Manager is obliged to finish the tenure of a minimum of 7-11 months at Nerdy Academy, depending upon what they have promised for, before joining.



WHAT ARE THE WORKING HOURS *at Nerdy Academy?*

- Every Administrative Sales Manager comes to the office from 11AM – 7PM. There is a buffer of 30 minutes for employees, post which their arrival is considered late.
- It is a full-time job for 6 days in a week i.e. from Monday-Saturday.
- It is compulsory for every employee to complete 200 hours of working in a month.

HOW DOES A WORK DAY LOOK LIKE *for an Administrative Sales Manager?*

- For every Administrative Sales Manager their day is divided into three segments of work i.e. calls, computers and meetings.
- However, there are specific works scheduled for specific days like organizing interviews on Saturdays, Client-tutor follow ups on Wednesdays etc.
- There is a weekly meeting hosted on a particular day to discuss the entire week's work.
- The entire team takes a short break in the second half for refreshment.

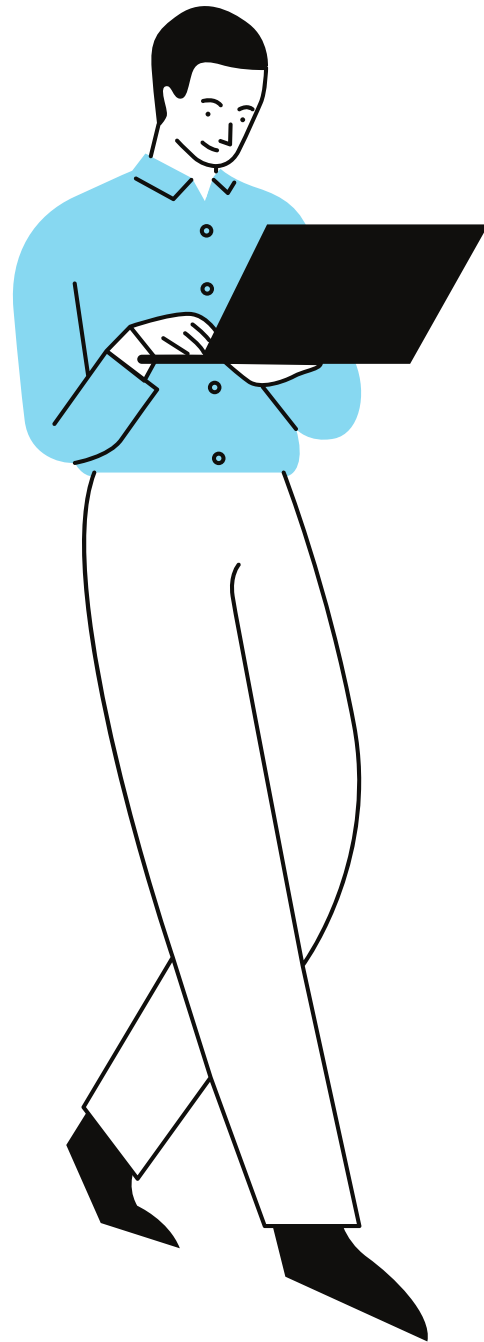


HOW MANY AVAILABLE LEAVES DOES *an Admin get in a month?*

- There are two available leaves for every employee in a month.
- Sundays and National Holidays are not counted in available leaves.
- The leaves are cumulative in nature. If an employee doesn't utilize his/her leaves in a month, they still have those leaves to utilize later when they require.
- However, the leaves are not paid, the employee is still obliged to fulfill the criteria of 200 hours completion in a month.

WHAT IF AN EMPLOYEE *wants to leave the company?*

Any employee who wants to leave the company must serve a notice period of three weeks post informing the employers about the same.

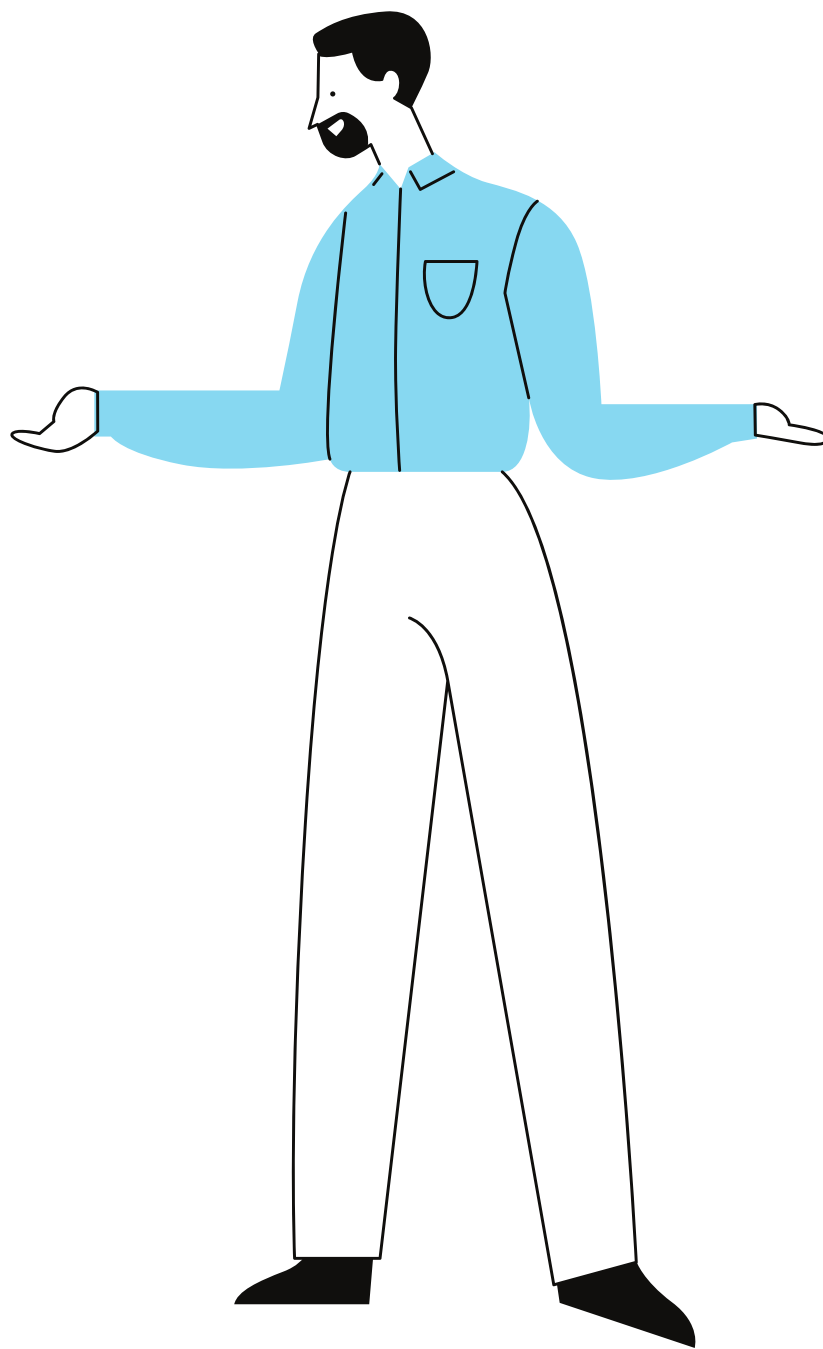


WHAT KIND OF CERTIFICATION DOES *Nerdy provide and when?*

- Nerdy is a government recognised organization and the company is also affiliated with UNESCO, Global Entrepreneurs Program and Start up India. Thus, the certificates that are provided have a mention of all these affiliations in them.
- The certificates are provided after the completion of an employee's tenure.

HOW LONG DOES IT TAKE FOR AN EMPLOYEE *to get promoted at Nerdy Academy?*

The progress of an employee is mapped before promoting them. Any employee who works consistently well and makes sure that he/she completes their target every week can be easily promoted within the period of three good months.



WHAT POST ARE THE ADMINISTRATIVE *Sales Managers promoted to?*

An Administrative Sales Manager is promoted to the post of General Manager.

WHAT ARE THE JOB ROLES OF A *General Manager at Nerdy Academy?*

There are a few major roles of a General Manager :

- The revenue target of a General Manager increases a bit.
- The work of a General Manager becomes more human resource centric.
- They take charge of the entire administrative team and delegate work.
- A General Manager is a team leader who leads by example. They perform and make sure that everyone else in their team performs.

HOW'S THE AMBIENCE *at Nerdy?*

- All the offices that we have in 5 cities are happy spaces.
- The work spaces are pet-friendly.
- The work space has either a pantry or a cafeteria to take short breaks and get refreshed.
- The employees go for tea sessions and office outings on some days to have a good time and know each other well.

The administrative teams organize meetups for the tutors in the office where everyone gets to have a good time.

WHAT IS THE PAY SCALE OF A *General Manager at Nerdy Academy?*

There are two variants of our pay time-based pay and work based pay. Every General Manager is paid the sum total of time-based and work-based pay as their salary.

- **Time-based Pay**

Nerdy Academy is present in tier 1, tier 2 and tier 3 cities, therefore there is a specific range of pay in each of these places.

The salaries are in terms of Lacs per annum.

- Mumbai : 4.5–7.6 (LPA)
- Bhopal, Raipur, Indore : 1.6–3.2(LPA)
- Bhilai : 1.6 – 2.9 (LPA)

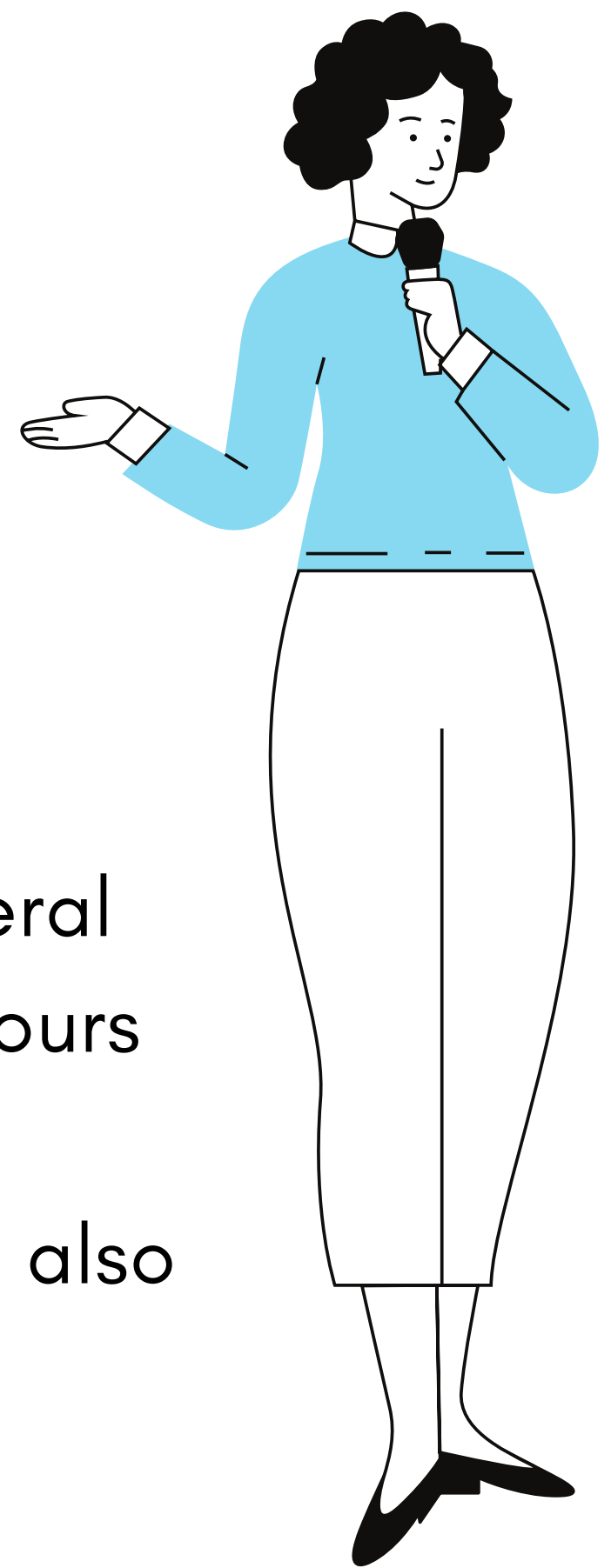
This is the basic pay that is received by a General Manager on a mandatory completion of 200 hours of work every month.

The pay scale is subjective which means that it also depends on the skill set of a particular person.

- **Work-based pay**

Like Administrative Sales Managers, the General Managers also receive their incentives on the basis of their revenue.

The General Manager can also be given a transfer (with their consent) to a different branch of Nerdy (at a different city) by making suitable amends in their pay.



HOW CAN I APPLY FOR THE POST OF *Administrative Sales Manager at Nerdy?*

Any interested candidate can apply for the post through our website by filling a Google form. They can also drop us a mail or call us for the same. A personal interview will be organized for every candidate for their selection.



CONTACT *numbers*

Bhilai : 8225855200 | 782839992 | 7987748445

Bhopal : 7024238887 | 7024238884 | 8959923522

Indore : 8982196252 | 6267054556 | 7746005852

Raipur : 9993166463 | 7224811197 | 8982196252

Mumbai : 8982196252 | 7879056776

nerdyacademy@gmail.com

HIGHLIGHTS

about us

- The work culture is super cool.
- Challenging work targets.
- Not a monotonous job.
- Diversified job roles.
- Realistic targets.
- Work is rewarding.
- Super cool employers.
- Provides relevant exposure.
- No micromanagement of employees.
- Best startup of Central India.

Hope to see you on board! !



GEETA ADATIYA

Content head - Nerdy Academy