

Placements 2018-19

1) Internship by Roongta Securities – July 2018

Internship by Roongta Securities for the following positions was offered to the students.:

- i) Customer Service
- ii) Back office operations

2) Institute of Finance Banking & Insurance (IFBI), established by NIIT in association with ICICI BANK offered Post Graduate Diploma in Banking Operations and Paid Internship – August 2018

Institute of Finance Banking & Insurance (IFBI), established by NIIT in association with ICICI BANK offered Post Graduate Diploma in Banking Operations which is a six month program with three months of full time class work, followed by three months of internship session. PGDBO program comes with a powerful paid internship. It is for three months, and follows the class-work session. Internship facility is extended to all students on successful completion of class work session. Students who undergo internship and "on the job" internship in ICICI Bank, upon successful completion, qualify for employment in ICICI Bank.

PLACEMENT FACILITY

Selected candidates, who are shortlisted for admission, are granted admission with placement assurance (subject to fulfillment of specific academic and non-academic criteria). Before commencing internship, ICICI Bank will offer provisional appointment letter to the candidate. Additional terms and conditions as specified by ICICI Bank, shall apply. Students also get to undergo paid Internship which helps substantially recover part-cost of the program even before the final diploma is awarded.

ELIGIBILITY CRITERIA AND SELECTION PROCESS

Age : Born on or after 1st April-1994

>=50% in Class Xth, XIIth and Graduation.

Max 1 yr Gap allowed, Regular Mode Of Education.

Candidates where Parent/Sibling working with ICICI group are not eligible for program.

Candidates with prior experience with any of ICICI subsidiary – on roll/off roll not eligible.

SELECTION PROCESS

Candidates will have to appear for IFBI's Common Entrance Test (ICET), which is an online test. The candidates are advised to practice their keyboard skills and become familiar with online tests by taking an online practice test. Admission to IFBI PGDBO program is granted based on the performance in ICET and IFBI Interview.

3) Placement Drive by Maruti Suzuki Dealership Program – September 2018

Maruti Suzuki India Ltd (MSIL) offered On job training programs under the skill development initiative of Central Government which are registered with DGE & T (Directorate General of Employment & Training). Under the current program, students were offered a stipend of Rs. 12,000 per month during on the job training course. The program details and process of selection has been given below:

Dealer Sales Consultant Program

Scheme Name- DSC (Dealer Sales Consultant)

Course Name- Dealer Sales

Course Duration- 6 months

Stipend for trainee- Rs.12,000 per month

Age for enrollment- 18-25 years

Educational Qualification- Graduate Pass (BA, Bcom, BBA, Bsc, b.tech or diploma, etc),

Aadhaar Card is Mandatory for the candidate.

100% Job opportunity at Maruti Suzuki Dealerships as Sales Executive after 6 months of successful training.

Process for Selection- Written Test - Any Day Before the Interview Day
Interview

Vacancy- 120 Candidates

Training Location & Job location will be Mumbai.

17 students appeared for the written test and 5 were selected for the interview round.

4) Placement by Public Health Foundation of India – October 2018

Placement as a Field Worker was offered by Public Health Foundation of India was offered to the students.

Deliverables:

- Liaise with the collaborating hospitals at the research site.
- Facilitate recruitment of the patients for the study.
- Help in organising the focused group discussions.
- Managing the data.
- Organisation and participation in the feedback sessions for the community and the stakeholders.
- Coordinating with IT & HR department of the host institute.
- Managing data.
- Managing data collected individually and overall project related data.
- Compilation of the manual.
- Helping with the publication of the results of the research.

Qualification:

Essential

- Bachelor's Degree in Clinical Psychology or Social Work

Desirable

- Proficiency in Ms office, N-Vivo, Statistical Tools such as SPSS

5) Placement Opportunity as a Data Analyst by Sports Fuel – October 2018

A Placement Opportunity as a Data Analyst was offered by Sports Fuel:

Position: Data Analyst

No. of vacancies: 2

Location: HO – Bandra

JOB SUMMARY

We are looking for a passionate Data Analyst. The successful candidate will turn data into information, information into insight and insight into business decisions.

JOB DESCRIPTION

- Acquiring data from primary or secondary data sources and maintaining database
- Data mining (All India) for all types of fitness and active lifestyle training centers,
- Physiotherapists, Orthopedic doctors, Sports Shops, Super Markets for baking products
- Developing and implementing data analyses, data collection systems and other strategies efficiently

REQUIREMENTS

- Strong analytical skills with the ability to collect, organize, analyze significant amounts of information with attention to detail and accuracy
- Problem-solving skills
- A methodical and logical approach
- The ability to plan work and meet deadlines
- Excellent verbal & written communication skills

SPECIFIC REQUIREMENTS:

- Freshers (BMM, B. COM, BMS, B.Sc)
- Students, Housewives who can work from home

SALARY

- Full Time - 10K per month
- Work from home – 5K per month

6) Sr. Graphic Designer At Flying Pencil – Dec, 2018

Details

Required Work Experience: 0-2 years

Application Deadline: 23 Dec, 2018

No of Vacancies: 1

Job Type : full time

Category : graphic designing

Salary (Per Month) : Rs. 20000 - 40000

Requirements : Adobe Illustrator, Adobe Photoshop, Coral Draw, English, Microsoft Word, Powerpoint

Gender Preference: Any

Location: Mumbai

Job Description

- 1) Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- 2) Innovative, thoughtful designs that have a meaning to the communication intended.
- 3) Determine size and arrangement of illustrative material and copy, and select style and size of type.
- 4) Develop graphics and layouts/ designs for product company logos, print ads, leaflets, billboards, emailers, branding, corporate identity, websites. etc.
- 5) Enthusiastic about work and about creating new, out-of-the-box designs and layouts.

Description : Insightful, strategy driven creativity to add value to your brand and drive business growth. With the combined work experience of more than a century across

platforms from consumer behavior, strategy, market tracking, content and creativity, the team at Flying Pencil has been delivering seamless brand and marketing solutions for more than half a decade. We add a Consultancy layer to each project we undertake, to bring more value to the table than an agency or a consultant. WHAT'S OUR SECRET? We monitor micro and macro level trends of major market verticals to keep domain knowledge updated and enhance sector learning curve of each account team. When you talk about what's next, our team defines the path of how to reach there

Industry: digital marketing

Address :

G-2, Kamleshwar Building, Opp Laxmi Narayan , ,
TempleTagore Road, Santacruz (W) Mumbai 400 054,
mumbai - 400 054
Maharashtra

7) Customer Service Associate At ZoomIN – December, 2018

Details:

Required Work Experience: 0-2 years

Application Deadline: 13 Jan, 2019

No of Vacancies: 2

Job Type : full time

Category : operations

Salary (Per Month) : Rs. 15000/-

Requirements : Management, Operations, Verbal Communication, Written Communication

Gender Preference: Any

Location: Mumbai

Job Description

1. Support customers on email, chat, and internal ticketing system with their queries
2. Work with the internal teams to ensure customer complaints and feedback is recorded and given the right importance
3. Work with community and marketing teams to work on programs that will drive customer engagement

Industry: consumer markets

Address :

Tiki Tar Estate, Unit 6, Bhandup Village Rd.,
Subhash Nagar, Bhandup West,
mumbai - 400078
Maharashtra

8) Relation Executive Manager – January, 2019

Details:

Required Work Experience: 0-2 years

Application Deadline: 09 Feb, 2019

No of Vacancies: 1

Job Type : Full Time

Category : Customer Relationship Management

Salary (Per Month) : Rs. 15000 - 25000

Requirements : Communication

Negotiation Skills

Persuasion

Gender Preference: Any

Location: Mumbai

Job Description

Building positive relationships with our affiliates/partners: We want to be known as a great brand to work with. We need a candidate who ensures that we are the best and we always work with the best to represent our brand.

Assisting with generating new business: Coming up with ideas and proposing unique techniques to make our brand more desirable.

Identifying opportunities for greater profits: We need our candidate to find new ideas and marketing strategies of expanding our customer base.

Following up with our affiliates & ensuring tasks as per contract are done: Our candidate should be able to balance a professional and friendly rapport with our affiliates to ensure that the contract is adhered to without impacting the work dynamic.

Building a rapport and finding new affiliates: We need a people's person who is enthusiastic in his/her approach to meet new affiliates and crack great deals.

Understanding affiliates/partners need and develop plans to address them: We believe in keeping our internal and external partners happy. We need our candidate to be all ears to our affiliates needs and do the best to keep a great bond.

Identifying key staff in client companies to cultivate profitable relationships: Research and build relations with companies that are profitable for our business.

Aiming to preserve customers/partners and renew contracts: Our candidate should strive to maintain a great bond and be able to retain profitable customers/clients.

Approaching potential partners to establish relationships: Our candidate needs to keep a close eye for potential partners who share similar interests and goals and look for opportunities to collaborate to take the brand to greater heights.

Gaining solid knowledge of competitors: Good market research is a key factor in business expansion. Our candidate should be good with his/her research skills to ensure we are competitive in the market and are offering the best to our customers.

Address :

64/3, Podar Chambers, SA Brelvi Road, ,
Hornimann Circle, Fort,,
Mumbai - 400001
Maharashtra

9) Accountant – February, 2019

Details

Required Work Experience: 0-2 years

Application Deadline: 12 Feb, 2019

No of Vacancies: 1

Job Type : Full Time

Category : Finance

Salary : As per industry standards

Requirements : Accounting
Communication

Gender Preference: Any

Location: Mumbai

Job Description

Detailed Job Responsibilities:

The candidate must have sound knowledge of the following:

1. Banking transactions
2. Bank Reconciliation
3. Cash transactions (Petty cash)
4. Maintaining petty cash register
5. Preparing sales bills
6. Processing purchase bills
7. Tally entries : Sales/Purchase/Contra/Payment/Journal
8. Computation and Payment of TDS & GST – Monthly and Quarterly Return
9. Check payment of Profession Tax

10. Co-ordinate with CA
11. Payroll & generating salary slips
12. Other basic admin related work

Skills Required:

Good in MS Excel and Tally

Good knowledge of GST

Good command over English

Proactive and sincere with willingness to learn

Address :

B-2/102, 1ST FLOOR, PRATHAMESH TOWERS, CHS LTD. NAIGAUM CROSS ROAD,,
MGGS MARG, DADAR EAST, MUMBAI, MAHARASHTRA 400014, INDIA,
Mumbai - 400014
Maharashtra

10) MIS Executive – March, 2019

Details:

Required Work Experience: 0-2 years

Application Deadline: 04 Apr, 2019

No of Vacancies: 1

Job Type : Full Time

Category : Operations

Salary (Per Month) : Rs. 15000 - 25000

Requirements : Communication

Management

Microsoft Excel

Operations

Reports

Gender Preference: Any

Location: Mumbai

Job Description

- Generate and publish multiple Excel reports for performance of the Centre
- Create multiple Management level excel reports for centres performance on weekly basis
- Analyse the historic and ongoing data to predict trends necessary for management level decisions
- Manage the CRM w.r.t data uploads and data circulation to callers on daily basis
- Ensure data consistency is maintained in the CRM
- Ensure CRM leads are effectively processed and managed

- Create new Excel reports as per request
- Manage incoming calls to the institute and redirecting them to the appropriate resource for follow-up
- Co-ordinate with cross functional team members for effective flow of information
- Hands on with Excel is a must
- Must be well versed with vlookup, hlookup, pivot table etc
- Quick learner and ability to adapt to change
- Able to work independently and as part of a team
- Should be flexible with work timings and should be able to stretch working hours if required.

Address :

Thadomal Shahani Centre For Management, 257, 1st-floor, Behind Bandra Shoppers Stop, Above Maruti Suzuki Showroom, Beside Shroff Eye Hospital, S.V. Road, Bandra (W),
Thadomal Shahani Centre For Management, 257, 1st-floor, Behind Bandra Shoppers Stop, Above Maruti Suzuki Showroom, Beside Shroff Eye Hospital, S.V. Road, Bandra (W),
Bandra West,
Mumbai - 400020
Maharashtra

11) Receptionist – March 2019

Details:

Required Work Experience: 0-2 years

Application Deadline: 27 Mar, 2019

No of Vacancies: 1

Job Type : Full Time

Category : General Management

Salary (Per Month) : Rs. 15000 - 30000

Requirements : Communication

Education

Fashion Design

Fashion Sense

Team Work

Gender Preference: Female

Location: Mumbai

Job Description

- Ensure the opening and closing of the Training Centre, maintaining security by following procedures; monitoring logbook regularly monitor the coming in and coming out of the Training Centre

- Welcome visitors, providing them with necessary information and/or orientation
- Manage students, teachers and visitors' attendance
 - Manage switchboard with incoming phone calls, take notes and forward messages to the relevant offices
 - Provide general support for: shipments, typing documents, internal translations
 - Manage storeroom; organize stationery orders and liaise with suppliers to meet business requests
 - Students support (if needed, give them general information and support)
 - Manage mail and shipment process for national and international couriers
 - Organize national and international business trips for staff (flights, hotels, taxis etc...) and diary management for Directors and Managers when required
 - To set up rooms for meetings and events
 - Cover the library when required (opening and closing of the Library, managing software, lend books to students and support students enquiries)

Address :

Ceejay House, F Block, Shivsagar Estate,
Dr. Annie Besant Road, Worli,
Mumbai - 400018
Maharashtra

12) Counsellor – April 2019

Details:

Required Work Experience: 0-2 years

Application Deadline: 01 May, 2019

No of Vacancies: 1

Job Type : Full Time

Category : Consulting

Salary (Per Month) : Rs. 15000 - 30000

Requirements : Communication
Consulting

Gender Preference: Any

Location: Mumbai

Job Description

Ability to manage data

- Pleasant personality with interest in student counseling**
- Confident & Energetic with good interpersonal skills.**

Job profile: Senior Counselor

Benefits:

- Competitive salary
- Flexible benefits
- Challenging Environment
- International Experience

Address :

Khetan Bhavan,
4th floor, J J Tata Road, Near Eros Cinema, Churchgate,
Mumbai - 400020
Maharashtra

13) Data Processing Executive – April 2109

Details:

Required Work Experience: 0-2 years

Application Deadline: 10 May, 2019

No of Vacancies: 5

Job Type : Full Time

Category : It And Computers

Salary (Per Month) : Rs. 15000/-

Requirements : Verbal Communication

Written Communication

Accurate Listening

Analytical Thinking

Time Management

Gender Preference: Any

Location: Mumbai

Job Description

- Coordinate with the Project Manager / Consultant to understand the client assignment and project context
- Ensure timely and quality delivery of projects as per guidelines
- Adherence to quality parameters for the project delivery
- Working on Google documents for analysing data.
- Updating different portals data as per data analysis.

Address :

Shop No. 101 & 102, Ostwal Paradise, Opp. Reliance Petrol Pump, Bhayandar, ,
Parshwa Nagar, Shivar Garden, Mira Road,
Shivar Garden,
Mumbai - 401107
Maharashtra