



Sinhgad Institutes

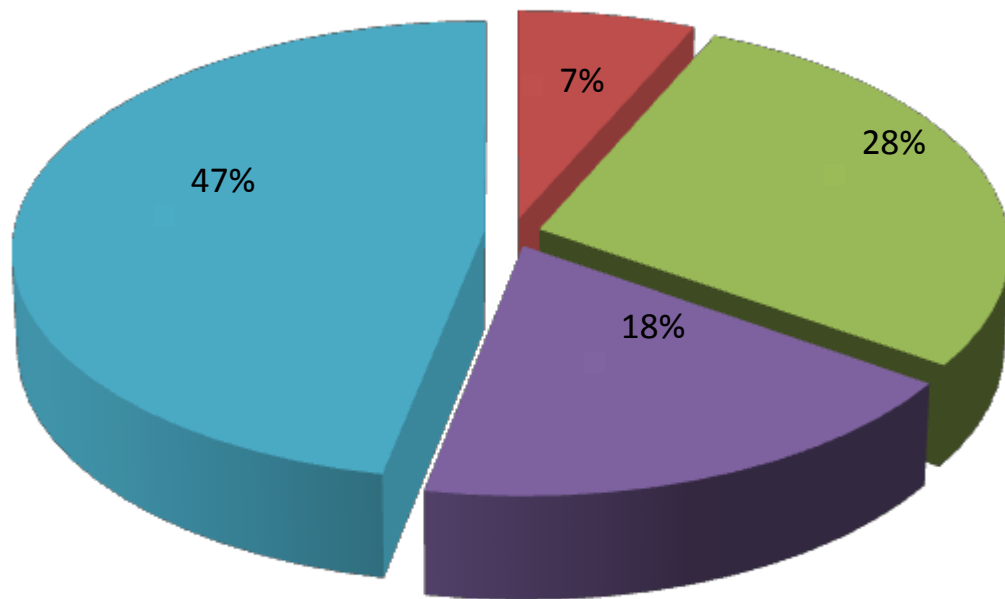
[CENTRAL PLACEMENT CELL]

Analysis of live data from 2008-2010 till 2012-2014 for strategic planning of the
Placement activities for the Batch 2013-2015

Prepared on June 3, 2014

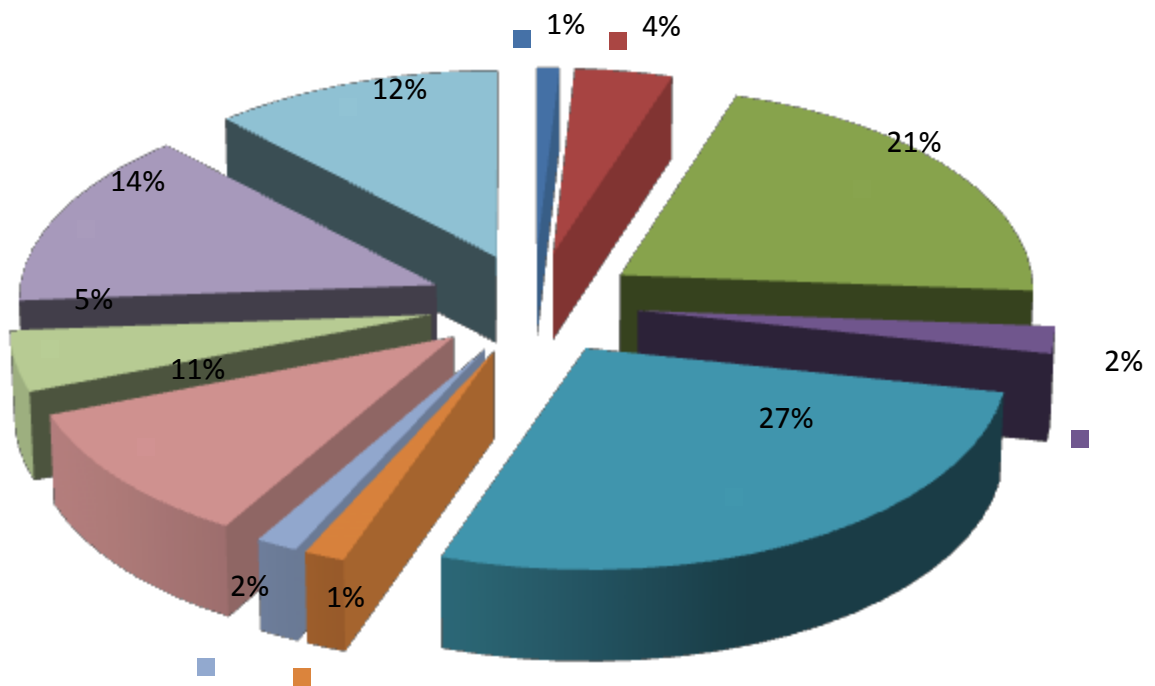
Average Percentage of the type of Industry in the Last five years

- Foreign Multinational (7%)
- Indian MNC / Corporates (28%)
- Large Industries (18%)
- Small and Medium Industries (47%)



Average Percentage of the Industry Sectors visiting Campus for the Last five years (2008-2010 to 2012-2014)

- Agricultural Companies (1%)
- Banking Industry (4%)
- Engineering / Mfg Companies (21%)
- FMCG Companies (2%)
- IT/ Software companies (27%)
- IT-KPO BPO (1%)
- Media & Entertainment sector (2%)
- Non-Banking Financial Companies (11%)
- Pharma's / Bio Tech Companies (5%)
- Service Sector (14%)
- Telecom Sector Companies (12%)



Sector wise – CTC Range (Minimum – Maximum)

Agriculture Sector

Rs. 2.00 Lakhs to 4.20 Lakhs (Rallis / Mahyco)

Banking Industry

Rs. 1.80 Lakhs to 7.20 Lakhs (Central Bank of India / National Bank of Ras Al Khaimah)

Engineering and Mfg. Sector

Rs. 1.80 to 8.50 Lakhs (Double A (1991) Public Co. Ltd.) Max. Rs. 27.00 Lakhs Stihl Australia

FMCG Sector

Rs. 2.00 Lakhs to Rs. 6.00 Lakhs (ITC Ltd)

IT - Software Sector

Rs. 1.80 Lakhs to 5.00 Lakhs (Tata Techonoligies Ltd)

Sector wise – CTC Range (Minimum – Maximum)**IT- KPO-BPO Sector**

Rs. 1.80 Lakhs to 7.00 Lakhs (Credit Suisse)

Media and Entertainment Sector

Rs. 2.50 Lakhs to 3.60 Lakhs (TAM Media Research Pvt.Ltd.)

Non Banking Financial Companies

Rs. 2.25 lakhs to 7.00 Lakhs (Nourma Services India Pvt Ltd Ltd)

Pharma Sector

Rs. 2.25 Lakhs to 4.50 Lakhs (Novartis)

Services Sector

Rs. 1.80 Lakhs to 9.80 (Meccademia Education Institute)

Telecom Sector

Rs. 2.00 Lakhs to 4.50 Lakhs (Bharti Airtel)

Sector – Analysis

Profiles / Job description & Criteria of Banking Sector (Profile details as offered by the Industry)

Personal Banker

Privilege Banker will be responsible for providing end-to-end solutions to Privilege Banking (PB) customers across all products and services. He will be the “*Relationship Manager*” for the set of PB customers who are mapped to him.

He will work on increasing the profitability from his set of customers by leveraging his relationship to cross-sell products

Desired Candidate profile: A young manager who:

- Has driven for results
- Takes initiative
- Has willingness to learn
- Bounces back from setbacks and never gives up
- Has energy and dynamism
- Has confidence
- Is patient and courteous

Sales Manager- Acquisition

- Deliver assigned Revenue and Number targets, product wise for the cities.
- Deliver the assigned Cross Sell Targets other than banking products.
- Identify opportunities and generate sales opportunities through database deals and Corporate/bulk tie ups.
- Follow and adhere to the strict KYC norms set for the team.
- Conducting corporate and kiosk activities
- Adheres to all company policies, procedures and business ethics codes, Manage team - drive for result orientation, led by the example.

Loans - Credit Manager

- Initial appraisal of the loan proposal note for measurement of viability from all perspectives such as financial analysis, industry outlook, promoter credibility.
- Coordinating with Credit Risk Department for queries regarding risk appraisal.
- Preparing draft sanction letters.
- Coordinating with legal department for completion of legal requirements prior to loan disbursement
- Preparing Draft Disbursement note.
- Coordinating with Accounts Department for disbursement and loan account monitoring.
- Monitoring the timeliness of loan recovery.

- Keeping a check on amalgamation/ mergers and acquisitions.
- Interacting with management of Borrower Company regarding any changes in management structure or any major alterations in business strategy.
- Coordinating with the company officials for any requirements such as no dues certificate, balance enquiry etc.
- Going for company/factory visits to understand and review the manufacturing process. Understand / see through balance sheet, analyze risk factor / rate proposal accordingly

Relationship Manager - (Key accounts)

- Aware of all the financial products.
- An eye for financial need analysis of individuals / corporates
- Understanding about Financial Risk Management
- Aware of current market conditions / local-global
- A patient listener / visualizer
- Good at calculations / interpersonal relationship
- Equipped with soft skills and pleasant personality
- Clear communicator / high degree of ethics/ command over English

Trade Acquisition Manager

Acquisition of trade NTB/ CA account through database calling - fixing appointment & coordinating with BBRMs, PSM for closure.

- Identifying from existing base potential for activating trade client.
- Generating Trade / FX income for the Bank
- Coordinating with asset team for working capital asset / retail business asset
- Conducting promotional activity for brand awareness
- Targeting various industries / segments & positioning of Trade products

Qualities required: MBA, Knowledge about foreign trade or international business, Presentable, good communication skill, Hardworking & willingness to learn & grow within the bank.

National Bank of Ras Al Khaimah

Usual Campus Process: Written Test – Group Discussion and personal interview.
During interview usually one person from Business & one from HR participate.

Profiles / Job description & Criteria of Non-Banking Financial sector (Profile details as offered by the Industry)

Management Trainee –Finance

Conduct branch audit/effective implementation of audit plans
Report Preparation; present it to management / stake holders/balance sheet reading etc.
Awareness about finance related software like Tally / ERP etc.

Management Trainee -HR

Implement HR policies. Receipt and consolidation/ analysis of MIS/ reports. Team handling / smooth execution of Final settlement / exit process. Employee engagement / Grievances redressal /discipline etc. Problem solving abilities. A go getter...

Manager - Sales

Key Responsibilities

- Search, identify & conduct daily sales calls for financial planning sessions with clients
- Acquire customers and generate the targeted amount of premium - Deliver Complete Product Information to Customers
- Monitor & fulfill prospect and customer leads provided by the company for new business or cross sell opportunity
- Cross sell and upsell products to existing customers & build portfolios
- Manage the relationship with customers to ensure persistency & renewals
- Ensure adherence to all sales systems, operational, underwriting, compliance guidelines & ensure accurate data capture
- Ensure the delivery of all S&D and financial KPI defined for the role
- Ensure adhere to the defined sales process, AML & KYC guidelines, code of conduct & rules of the company
- Report and highlight any violation of sales, compliance, HR guidelines to superiors

Key Critical Competencies

- Communication & Presentation Skills
- Interpersonal Skills
- Result & Achievement Oriented
- Customer & Service Orientation
- Initiative & Self direction

- Numerical Ability & Logical Reasoning
- Planning & Execution
- Role Modeling Brand Values

RM - Wealth Management

- Operate dealing terminal and execute trades on behalf of clients.
- Generate and achieve brokerage target.
- Ensure trading happens in alignment with risk management procedures and exposure limits.
- Timely communication of orders and trade confirmations to the concerned. Advise clients on investment options and market trends.
- Provide research based recommendation to the clients.
- Build rapport with the clients and maintain good relationship with them.
- Coordinate with the back office.
- Manage broking account of the clients and grow business by providing un based on expert advice.

Job Description / KRA's:-

- Analysis of needs and requirements
- Observe customer's conversation to find out requests, needs and desires
- Check, discuss and clarify needs by using questioning techniques.

MT (Sales) - Gold Loan

- Based on needs analysis, recommend investment plan that meets requirements
- Product demonstration / competitive awareness of other companies' products / comparative studies
- Able to relate features of the products to advantages and benefits for customers
- Provide figures / analysis of the benefits
- Prepare presentations, proposals and sales contracts
- Market current trend / conditions / local / global awareness
- Present offer of the right match to customers' needs
- Follow up on new leads and referrals resulting from field activity
- Establish and maintain current client and potential client relationships.
- Handling of objections/ difficult customer interface/ negotiation
- Argumentation focused on the customer benefits.
- Maintain and Send appointment Tracker on daily basis by default to the reporting manager
- Meet Revenue target monthly.

- Responsible for handling the entire operations of a Gold Loan branch
- Responsible for growing the loan book of the branch
- Motivating the team to meet business targets

- Gold Checking & Valuation, Accounts & Administration
- Responsible for the profitability of the branch
- Preparing Business Reports & MIS
- Reporting to Territory Manager
- Candidates with zeal to excel in Gold loan business
- Pleasing personality with good communication & interpersonal skills
- Knowledge of the financial industry would be an advantage

Management Trainee (during probation) - Area Manager after confirmation

Job Description:

The area manager is responsible as the first line supervisor of the field staff working in his/her area to deliver good business results. While he directly involves in activities such as GVR and Confirmatory meeting, he will need to monitor and supervise the CREM, CRES and CREC by fixing their business targets for the week, understand the weekly plan of each of the staff and see if the planned activities of each will produce the business results expected. He will also personally be present on the field to see if timing, process and other quality parameters are adopted by the staff in ensuring customer service. He will take in customer complaints and try to ensure that customer's issues are resolved by action from his/her end or by escalating issues to seniors.

Sourcing Related Responsibilities:

- Check whether the sourcing team is at the planned place doing the activity as per weekly plan by random visits preplanned
- If any cancellations are there, guide the CREM/CRE-S towards an alternate schedule and note down the changes to the weekly plan. Report the changes to the Branch Head(BH), if any.
- Make at least 1-2 field visits per day to watch the performance of the CREM AND CRE-S. Provide on the job coaching if any and record comments in the weekly plan , Review the output of each team at the end of the day and record it in the weekly output report
- Do a random verification of the files submitted to back office team at least 2 times a week as there is a mandatory file check expected from AH.
- See all deferred files and question the CREM/CRE-S for all discrepancies and warn them not to repeat the same
- If there is any major observations/ non adherence to the process by field staff or a reduced output for any reason, the same should be brought to notice of Branch Head on a daily basis.
- Ensure smooth enrollment at branch for new customers by effective co-ordination with back office team/ CRE-S. Attend confirmation meeting as per the schedule prepared by BH.

- Check whether all the documentation executed by CRES and customer are correct Conduct disbursement meeting for the batch as a final confirmation of the acceptability of customers for disbursement and whether the essentials terms like
- Repayment date, time, venue and amount is known to them.
- Ensure date of repayment and time is as per time gaps available as per dl matrix generated for current month and there is no overlapping of dates and is in alignment with area wise collection plan

Collections Related Responsibilities:

- Download the demand list from SFDC and check the total number of accounts for each CREC for collection on a day to day basis. Ensure feasibility.
- Review branch summary in coordination with other AHs and BH.
- Prepare daily collection plan for each CREC and review it before handing over to CREC
- Daily summary of number of accounts, amount to be collected, number of Centres, should be generated from SFDC for performance monitoring Generate cluster wise collection data date wise and time wise. Workout the gaps available for fixing the collection meeting time and date for the new customers. Communicate this list to the CRE-S'.
- Monitor collections on daily basis CRE-C wise and update in the summary sheet and ensures that the same confirms to the SFDC outputs
- Guide CRE-C's on any problem associated with no attendance /nonpayment etc. including offering to be personally present at the collection centre having nonpaying groups.
- Monitor daily remittance by CRE-Cs and ensure tallying with SFDC updates and cash book.
- Submit a report on collection performance to BH on daily basis by having a meeting at the end of each day.
- Make at least 1-2 field visits to ensure collection meetings are conducted as per agenda/script and record observations in the weekly plan
- At the end of the collection cycle, chalks out a combined strategy along with other AHs and BH to plan for OD collections using a team approach
- AHs to prepare team wise OD collection list and distribute the list team wise by allotting OD accounts to each team date wise for follow up.
- Visit some customers along with the team selecting a mix of tough customers (to soften them up) and marginal customers to motivate them on prompt repayment.
- AHs to monitor team wise OD collection date wise performance.

Monthly Review:

- Present and review monthly performance of the area on select business parameters as per MIS Received from HO.
- Assist the BH in conducting the monthly review meeting
- Prepare monthly leave plan for AH team and get it approved from BH

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| Nourma Services India Pvt Ltd. |
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| Usual Campus Process: Written Test – Group Discussion and personal interview. |
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Profiles / Job description & Criteria of FMCG Sector (Profile details as offered by the Industry)

Regional manager

Target / revenue delivery. Effective team management/ address attrition / Business development / resource management / In house relationship across verticals/ Branch monitoring / fraud prevention / control.

Job Responsibilities:

- Enlarge geographical coverage of the territory & grow customer base
- Responsible for the achievement of the assigned sales targets.
- Assist customers with the product & application training & provide solutions
- Establish relationship with the existing accounts & develop new accounts
- Ensure high quality customer service & client satisfaction
- Responsible for the monthly and quarterly sales reporting.

Desired Profile:

- Willingness to learn & acquire knowledge
- The candidate should have good negotiating and presentation skills.
- Must be strong in both oral and written communication skills.
- Should be result oriented and target driven.

Manager - Marketing

- Team Player
- Go Getter / Hard Working / Able to achieve set targets
- Smart and Pleasing personality
- Command over English. Command over local language preferred.
- Clear thinking / A unbiased professional.

Management - Trainee Sales

- Street Smart/ Able to convince/ Hard + smart working & Pleasant personality.

Management Trainee - Operations

- Logical thinking / Must be able to see through the problems.
- Error spotting abilities.
- Must have clarity on basic engineering concept.
- Summers in Operations Management preferred.

Management Trainee - Logistic and Supply chain management

- Vendor Management
- Logical thinking
- Innovative towards operational excellence
- Honest and dedicated to the task
- Cost efficient approach

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| ITC Ltd |
| Usually interviews are held by HR professionals |
| Process – Group Discussion and Personal Interview. If the number is more written test is conducted (Godfrey Philips India Ltd & COCA COLA etc.) |

A few of the top Companies in Telecom sector visiting Campus

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|--------------------------------------|-----------------------------------|
| Bharti Airtel Ltd | Tikona Digital Networks |
| Hutchison Global Services Limited | Tulip Telecom Ltd |
| IDEA Cellular Limited | Unitech Wireless (West) Pvt. Ltd. |
| Reliance Communications | Virgin Mobile |
| Sistema Shyam Teleservices Ltd - MTS | Vodafone Essar Cellular Limited |
| Tata Communications Ltd | Poojara Telecom Pvt. Ltd. |
| TATA Teleservices (Docomo) | |

Profiles / Job description & Criteria of these companies (Profile details as offered by the Industry)

RSO – Sales / Management Trainee – Sales and Marketing

- Sales of Prepaid Products (SIM, Bonus Cards, WCC, RCV's),
- Servicing the Market, Achievement of the Revenue and retail counter share as per company norms.
- Manpower Management at AD level, DSE Reporting and their Development
- **Planning:** Should be able to plan beat for his DSE and market coverage as per the requirements
- **Results Orientation:** Should achieve self and team targets and focus on revenue growth achievement
- **Teamwork:** Works cooperatively with others to achieve target and objectives.
- **Accountability:** Acts responsibly. Can be counted on to keep commitments. Complies with the intent of policies, procedures and agreements.
- **Communication:** Provides both verbal and written information in a timely and clear manner.
- **Leadership:** Should demonstrate the leadership qualities and lead from the front

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| Bharti Airtel |
| Usually interviews are held by Business persons from company |
| Usual Process – Group Discussion and Personal Interview. |

A few of the top Companies in Pharma / Bio-tech sector visiting Campus

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|--------------------------------|----------------------------------|----------------------------|
| AGLOWMED Ltd | Galaxy Laboratories Pvt. Ltd | Stemade Biotech Pvt Ltd |
| Alkem Laboratories Ltd. | Glaxo Smith Kline | Sun Pharma Ltd |
| BioEra Life Sciences Pvt Ltd | Hexacath India | Synthes Medical (P) Ltd. |
| Blue Cross Laboratories Ltd | Intas Pharmaceuticals Ltd. | Tetramed Biotek Pvt Ltd |
| Cadila Pharmaceuticals Ltd | Lupin Pharmaceuticals Ltd | THYROCARE |
| Cipla | Mac Remedies Pvt Ltd | Transasia |
| Dr. Reddys Laboratories Ltd | Novartis India Ltd | Unichem Laboratories Ltd |
| Elder Pharmaceuticals Limited | Ranbaxy | Uth Healthcare Ltd |
| Eli Lilly Pvt Ltd. | Resilient Cosmeceuticals Pvt Ltd | VAV Life Sciences Pvt. Ltd |
| Emcure Pharmaceuticals Limited | Roche Diagnostics India Pvt Ltd | Wockhardt India |
| Flamingo Pharmaceuticals Ltd | Sava Healthcare Limited | Zydus Cadila |

Profiles / Job description & Criteria of these companies

Technology Analyst

- Studies technology trends and gaps and applies the knowledge to link the organization's technology capabilities to the market needs.
- Leads technology and market assessment projects and develops technology roadmaps for specific clients / technology sectors.
- Manages the process of collecting, storing, analyzing and disseminating technology and market information.
- Provides insightful ideas and recommendations presenting information to all levels of business leadership.
- Writes and prepares technical and business reports and proposals to clients for funding, with minimal or no supervision.
- Works in cross functional teams.
- Supports client meetings/business development. May involve travel 5% of the time.
- A Masters in Business Administration along with Bachelors or Master's degree in engineering or science with 2-4 years of experience.
- Past experience as an analyst who understands emerging technologies and the market needs will be a plus.
- Ability to write good reports and make presentations to the client.

- Ability to analyze information generating graphs using Excel / Statistical / Analytical tools.
- Verbal communication skills, fluency in English, both written and verbal, excellent people skills and team oriented working nature are most essential.
- Experience with various software packages including Microsoft Word, Microsoft Project, Access, and Excel is required.

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| Management Trainee - Sales |
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The major responsibilities include:

- To achieve the target sales that is communicated from time to time.
- To visit targeted hospitals every day and meet doctors.
- To give 5 to 6 presentations per day.
- To enter the leads generated from the field and to fill the activities carried out in the field daily in CRM.
- To project an appropriate image of the company in the field,
- To inform all activities happening in the field such as competitor activities and market feedback to Center Head.
- To take Center Heads to all A class doctors and hospital for relationship building routinely.
- To induct the New RE's in the field as and when required.
- Any other work as assigned by the superior from time to time.

Stock analysis-management - manage demand supply ration. Dealer / Doctors relationship management.

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| Novartis |
| Usually interviews are held by Business persons along with HR from company |
| Usual Process – Group Discussion and Personal Interview |

A few of the top Companies in Engineering & Manufacturing Sector visiting Campus

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| ABG Ship Yard | Balkrishna Industries Ltd | Concorde Motors (India) Limited | Finolex Industries Limited | Hyundai Construction Equipment India Pvt. Ltd | Mather and Platt Pumps Ltd. | Reliance Industries Ltd |
| Ador Powertron Ltd | Battelle India | Corona Bus Manufacturers (P) Ltd | Fleetguard Filters Private Limited | ICI DULUX PAINTS | MRF LIMITED | Saint-Gobain Glass India Ltd. |
| Ador Welding Ltd | BAUMULLER | Crompton Greaves Ltd | Force Motors Ltd | INA Bearings India Pvt. Ltd, Schaeffler Group | Murphy Batteries | Shalimar Paints Ltd |
| Alkyl Amines Chemicals Ltd. | Belchem Industries (India) Pvt. Ltd. | Cummins India Ltd. | Fouress Engineering (I) Ltd | INOX Air Products Ltd | Nippo Batteries Ltd | Sharp India Limited |
| AMARA RAJA Group | Berger Paints India Ltd | Dagger Master Tool Industries Ltd | Galperti India Pvt Ltd | JSW Steel Limited | Oceans Connect India Ltd | Stihl Australia (PPO) |
| Ambuja Cements Limited | Bevcon Wayors Pvt. Ltd | Divgi Warner Pvt. Ltd | Gannon Dunkerley & Co Ltd | Kalyani Global Engg. Pvt. Ltd | Piaggio Vehicles Pvt. Ltd | Tal Manufacturing Solutions Ltd.(TATA Group). |
| Anchor Electricals Pvt. Ltd | Bharat Forge Limited | Donear Industries Ltd | Garware - Wall Ropes Ltd. | Kalyani Technoforge Ltd. | Porchys | United Tectsa |
| Armacell India Pvt. Ltd | BKT Tires Ltd | Double A (1991) Public Co. Ltd. | Gas Projects (India) P. Ltd. | Kalyani Thermal Systems Limited. | POSCO | VIP Industries Ltd. |
| Armstrong Machine Builders Pvt. Ltd. | Blue Star | Electromech | General Motors | Kirloskar Brothers Ltd. | Praj Industries Ltd | Volkswagon |
| Ashok Leyland Ltd | Bridgestone India Private Limited | Elves Technology (I) Pvt Ltd | H & R Johnson (I) Ltd. | Legrand India Limited | Premier Ltd. | Volvo Trucks India |
| Asian Granito India Ltd. | Catenon | EMCO Limited | Havells India Ltd | LIVIA (I) Pvt. Ltd. | Product Dossier Solutions | Walchandnagar Industries Limited. |

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|------------------------|--------------------------------|-------------------------------------|---------------------------|---|-----------------------|--|
| | | | | | (India) Pvt. Ltd. | |
| Asian Paints Ltd | Ceasefire Industries Limited | Emerson Network Power Pvt India Ltd | Hettich India Pvt Ltd | Maersk Global Service Centres India Pvt. Ltd. | Prolite Autoglo Ltd | |
| Atlas Copco India Ltd | CEAT | Enercon (I) Ltd | Hindustan Dorr Oliver Ltd | Mahindra & Mahindra | Racold Thermo Limited | |
| AVON India Ltd | Century Enka Ltd. | Eveready Industries India LTD. | Hitachi India Ltd | Mahindra Composites Ltd | Rallis India Ltd. | |
| Bajaj Electricals Ltd. | Chloride International Limited | Fiat India Automobile Ltd. | Hi-Tech Radiators Pvt Ltd | Marcuras Water Treatment India Pvt. Ltd. | Redington India | |

**Profiles / Job description & Criteria of these companies
(Profile details as offered by the Industry)**

Management Trainee

Desired candidate profile:

- Passionate and disciplined Individuals, having an appetite for challenges and a desire to succeed- who believe in “dirtying their hands” and working their way up while learning and growing professionally and personally.
- We are looking for young people meeting the following requirements:
- LANGUAGE: High proficiency in written and spoken English along with knowledge of local language
- COMPUTER SKILLS: Should be proficient in MS Office, Email and Internet
- OTHERS: Pleasant Personality, Good Health and willingness to travel extensively and open for placement in any part of the Country.
- Team player- innovate problem solution skills, Good Man Management, aware about basic HR functions / additional qualification in labour/ company law is preferred.

Project Coordinator

- Communication with Customer for all techno-commercial matters right from receipt of new projects till its closure.

- Prepare Project Schedule (Planning)
- Prepare Project Monitoring report & monitor the activities on regular basis – planned Vs. Actual.
- Expedite the project activities with all concerned officials within Organization.
- Prepare Progress reports on fortnightly basis & submit to Customer.
- Conduct internal review meetings with all concerned departments i.e. Design, Procurement, Welding, QA/QC, Manufacturing, Finance etc.
- Prepare Cash flow & monitor the same
- Prepare Purchase Requisitions in SAP system as per BOM provided by Engg. Department.
- Checking & authorization of Purchase Orders & Update Project Monitoring report on daily basis.

Finance officer

- Preparation of LCs & Bank Guarantee
- Amending LCs & Bank Guarantee
- Coordinating with the Suppliers
- Checking status of consignment at suppliers end
- Checking status of test certificate and catalogue at suppliers end
- Tracking the consignment
- Tracking the documents for their arrival at applicant bank
- Checking for discrepancies in documents and collecting them from applicant bank
- Tracking consignment for their arrival at plant
- Collecting back documents after clearance of consignment
- Handling finance related documentation as and when it is required
- Maintaining/updating Management Information System, Miscellaneous activities

Management Trainee - Operations / Project

Responsible for project plan, budget, contract

- Coordination of all technical documentation which may be required for the bid submission such as drawings and operational procedures
- Involvement in design / operational reviews associated with project deliverables
- Arranging Project Kick-Off meetings upon award of contract
- Assist with field surveys as required
- Coordinate of all technical documentation required for the project including engineering drawings, test procedures, operational procedures and risk assessments
- Attend client project meetings and HAZOP's as required

- Ensure drawings are received in a timely manner from Engineering to meet project delivery schedule
- Ensure Purchase Requisitions are raised for all manufacturing and assembly components which are required for the project
- Ensure Manufacturing Request Forms are issued for all components associated with the project
- Ensure drawings are issued to manufacturing department in a timely manner to suit Project Schedule
- Write all necessary 'in house' testing procedures
- Ensure Assembly and Test Request Forms are raised and Assembly / Test Work pack is issue to workshop
- Write Operational Procedures for offshore scope of supply
- Compile mobilization list and advise Operations on deployment requirement for offshore personnel
- Assist with field deployment as required
- Ensure Manufacturing Record Books, when required, are compiled
- Coordinate Revenue Reports upon completion of the project

Logistic & Supply chain Trainee

- Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods;
- Coordinating and controlling the order cycle and associated information systems;
- Analyzing data to monitor performance and plan improvements and demand;
- Allocating and managing staff resources according to changing needs;
- Liaising and negotiating with customers and suppliers;
- Developing business by gaining new contracts, analyzing logistical problems and producing new solutions.
- To ensure and follow suppliers for timely delivery of goods.
- To keep a track of quality status of each incoming material.

Management Trainee - Operations

- Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.
- Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information.
- Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications.
- Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications.

- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles.
- Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew.

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| Management Trainee - International Business |
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- Awareness about International Trade. Problem solving ability in complex situations.
- Basic clarity about licensing, paperwork / processes of export / Import.
- Flexible to align with multicultural / multilingual atmosphere.
- Good command over written and oral English. Pleasant personality.

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| Double A (1991) Public Co. Ltd Stihl Australia (PPO) |
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| Usually interviews are held by Business / Technical persons along with HR or further HR round. |
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| Usual Process – Written Test / Group Discussion and Personal Interview |
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A few of the top Companies in Services Sector visiting Campus

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| AcNielsen ORG-MARG | DTDC | Reliance HR Services |
| Aditya Birla Memorial Hospital. | Fabindia Overseas Pvt Ltd. | SDL India |
| Aditya Birla Retail Ltd. | Future Education Ltd. | Seed Infotech Ltd |
| Airex Logistics & Express Services Pvt. Ltd | Gati Logistics | Sterling Holidays |
| Ashoka Buildcon Ltd | Globus Store Pvt. Ltd. | Thomas Assessments Pvt. Ltd |
| AXA Business Services PVT LTD | Grolier India | Times Business solution Ltd |
| Bajaj Hotels Pvt Ltd | Huntsmen & Barons | TNT India Pvt.Ltd |
| BDB (INDIA) Pvt Ltd. | Just Dial Pvt Ltd | Total logistics (I) pvt. ltd. |
| Birla Shloka Edutech Ltd | Lawrence and Mayo India Pvt Ltd. | TVS Logistics Services Ltd. |
| BVG INDIA LTD | McGraw-Hill Education (India) | UPS Logistics Private Limited |
| Clean India Group | Meccademia Education Institute | Volare Restaurant and Lounge |
| CMS Computers Ltd. | Medulla Recruitment Services (I) Pvt Ltd | Water Solutions Pvt Ltd |
| Columbus HR Solutions | Merck Ltd. - India | Workforce Asia |
| CRISIL Limited | NIIT Ltd | Xplore lifestyle solution India Pvt Ltd |
| Cryobanks international India Pvt. Ltd | Redington India | Zenith Computers Ltd |

Profiles / Job description & Criteria of these companies (Profile details as offered by the Industry)

Management Trainee - Sales / Marketing (general)

- Attend-Serve clients/ product presentation
- Make cold calls/ generate leads/convert into sales / MIS/Reports
- Achieve sales targets.
- Counsel students, understand their problems and solve them.

Management Trainee - HR (with Manpower consultants)

- Search, identify & conduct daily sales calls for financial planning sessions with clients.

- Acquire customers and generate the targeted amount of premium - Deliver Complete Product Information to Customers.
- Monitor & fulfill prospect and customer leads provided by the company for new business or cross sell opportunity.
- Cross sell and up sell products to existing customers & build portfolios.
- Manage the relationship with customers to ensure persistency & renewals.
- Ensure adherence to all sales systems, operational, underwriting, compliance guidelines & ensure accurate data capture.
- Ensure the delivery of all S&D and financial KPI defined for the role.
- Ensure adhere to the defined sales process, AML & KYC guidelines, code of conduct & rules of the company.
- Report and highlight any violation of sales, compliance, HR guidelines to superiors.

Key Critical Competencies

- Communication & Presentation Skills
- Interpersonal Skills
- Result & Achievement Oriented
- Customer & Service Orientation
- Initiative & Self direction
- Numerical Ability & Logical Reasoning
- Planning & Execution
- Role Modeling Brand Values

Core job responsibilities are as below:-

- To implement search strategy for sourcing candidates via multiple channels
- To search candidates for extremely challenging positions, around the globe, for our global clientele, across all industry
- To actively assist the business development team ü Leverage our cutting edge technology tools and other social -
- Networking media (LinkedIn, twitter, Face book etc.) to reach candidates. To work with Cätenon associates across the globe
- The right candidate must be technology savvy.
- Most important- must be a team player
- Must enjoy social and professional networking (LinkedIn, twitter etc.) and love internet search
- Must enjoy taking on different challenges- (We have plenty of them!)
- “Out-of-box” thinking- We are looking for the most creative minds

- Candidate must have good written and spoken communication skills

Marketing Officer - Real Estate Sales

- Exploring business potential, opportunities and clients to secure profitable business volumes.
- Direct sales of residential or commercial properties by presentation and demonstration of the features and benefits of available property.
- Convert prospects to closed sales. Provide close, personal client attention and tenacious follow up to ensure best service.
- Lead generation and managing the prospects.
- Responsible for handling queries related to site.
- Business development through acquisition of high net worth clients.
- Identifying customer needs and assessing their risk appetite.
- Taking clients for site visit.

Desired Profile

- Pleasing personality with excellent communication skills
- Good negotiation skills
- Good knowledge about the real estate market
- Person should be of impeccable integrity and high moral values in life.

Manager - Sales

- Presenting idea to enhance the brand awareness and also to increase the sales
- Assisting regional Head in sales & marketing of various residential projects of Builders & Developers in Residential Services.
- Figure out the potential of new projects and to do tie-ups with them.
- Handling international as well as local cliental to solve their query and also sell them residential projects.
- Searching for the new cliental apart from traffic on website by corporate visits and corporate tie-ups.
- Making Site visits to clients in Residential Projects of different Reputed Builders
- Having Strong Dealers & Brokers Network in NCR region.
- Meeting Targets with Quarterly Deadliness & Business Development operations.
- Providing After sales services & assisting in Home Loans for the Clientele.
- Manage Team of Sales officers and ensure revenue target achievement.

Officer - Finance

- Continuous follow ups and direct interaction with retailers in resolving receivables issues.

- Working closely with Leasing and Accounts to respond to credit and collection concerns.
- Assisting in the day to day accounting functions.
- TDS & Service Tax Management
- Ensure Statutory Compliances and Audit Compliances for all accounting related transactions.
- Managing accounts payables & receivables for the malls.
- Ensuring timely processing of bills.
- Generating accounting records and MIS.
- Should possess strong systems skills
- SAP / ERP / Tally exposure preferred
- Solid collection, analytical and negotiating skills

- Effective oral and written communication skills
- Solid knowledge of commercial, credit and collection laws
- Strong customer service orientation.
- Should be a team player with good communication and negotiation skills.
- Excellent communication skills

Manager - HR

- Responsible for implementation of regulatory compliances related with temp. staffing.
- Co-ordination with clients for various staffing related issues.
- Implementation of various labor laws and government regulations in temp staffing practice.
- Handling all daily administrative work related with temp staffing practice.
- Managing payroll of temp staffing practice.
- Maintaining various MIS reports related with job and reporting to senior managers.
- Assisting senior management in temp staffing practice
- Employee orientation, development, and training
- Policy development and documentation
- Employee relations
- Company-wide committee facilitation
- Company employee communication
- Compensation and benefits administration and design
- Employee safety, welfare, wellness and health
- Employee services and counseling.
- Recruiting and staffing logistics
- Organizational and space planning
- Performance management and improvement systems;
- Organization development
- Employment and compliance to regulatory concerns and reporting
- Co-ordinations with third party payroll company

Marketing Manager - Hospitality Industry

- **Job Objective:** Is responsible for the successful implementation of an effective Sales & Marketing Strategy increasing room & F&B revenues & increasing market presence of the Jakson Inns brand.

Job Responsibilities / Accountabilities:

- To implement Sales & Marketing Strategies developed by Corporate Sales
- Responsible for developing & promoting the Jakson Inns in the local & domestic market.
- Understanding competition, pricing & developing strategies to handle the same.
- Manage portfolio of clients as per Company Standards.
- Build long term business relationship with clients by providing consistent sales service through visits, telephone sales, emails, follow up on enquiries and rapport building through corporate entertainment.
- Generates new sales leads for rooms and banquets.
- Prepare banquet proposals and follow up on all banquet / conference / group enquiries.
- Generate reports for the effectiveness of the marketing and sales plan
- Implement special programs for increase average room rate, overall occupancy, business volume during lean periods, local Food & Beverage and Banquet Sales.
- Conduct Market research and develop new marketing strategies and new products and services to achieve the maximum revenue.
- Oversees the selling and servicing of group business.
- Plan and executes all the sales trips and attend major travel functions to promote sales of the hotel.
- Implement packages and promotions in key channel and feeder markets.
- Maintain retention of regular customers and ensure procure new and repeat business for the hotel by maintaining regular contact with the customers.

Co-ordination:

- To work closely & harmoniously with all inter related departments in the best interest of the Company.
- Co-ordinates with GM & VP Sales of to ensure that maximum sales optimization occurs
- Interacts and communicates with Government, Tourist offices, Convention Bureaus, Airlines, Travel Management Companies (TMC's) and other members of the local community to ensure market presence & brand building.
- Co-ordination with Front Office Manager & F&B Manager for maximization of inventories & banqueting space.

- Coordinating with Revenue Manager for pricing strategy, business allocation & forecasting for revenue maximization.

People Management:

- Encourages diversity as part of the organizational culture.
- Personally conducts key trainings.
- Motivates and encourages team building.
- Co-ordinates with all Heads of Departments to create a happy & energetic work culture.

Desired Candidate profile:

- Pleasant personality with good communication skills.
- Good analytical & problem solving skills

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| Meccademia Education Institute |
| Usually interviews are held by HR persons. |
| Usual Process – Group Discussion and Personal Interview |

Profiles / Job description & Criteria of IT- Software companies (Profile details as offered by the Industry)

Management Trainee

- Knowledge/experience of AUTOCAD/ CAD MAP/ ARC GIS/ Micro station
- Good communication/ analytical skills.
- Command over written and oral English

Business Analyst

Work done by a Business Analyst is broadly classified into:

- Product Delivery and New Requirements handling.
- Product Delivery - presenting existing product functionalities well during pre-sales and delivery through demo, workshop, training etc.
- New Requirements handling - analyzing gaps / additional requirements and finding correct solutions
- While initial grades/levels require competence in completing own work well, phase, often through others as well.
- Growth beyond Manager would be in terms of taking responsibility for multiple Product Segments
(i.e. Treasury, Fund Management, Risk etc.)

Responsibility Details:

- Product Delivery - Leverage Product knowledge and domain knowledge
- New Requirements / Solutions - Requirements Detailing, Solutions - Without system change, Solutions - With Output Development
- New Requirements Definition - Convert requirements into an actionable list based on documents, discussion with Customers e.g., NAV, IRDA, Investor Servicing
- Process Solutions - Solutions - with Process change / development i.e. Solution requiring changes in existing processes, new processes to be added
- Closure Responsibility - Take ownership, be accountable for closing areas mentioned, get signoffs for the same

Business Analyst - Digital Marketing

- Understanding Client's requirements for digital branding & marketing
- Managing & driving the Client Operations team to structure & launch Digital Campaigns
- Periodic review with the Clients along with relevant suggestions & analytics
- Cross-selling products to existing clients
- Understanding of Internet Marketing Channels like Search, Display, Social, SEO, etc
- Strong Analytics & fast decision making ability
- Strong problem solving skills under ambiguous situations
- Excellent communication & presentation skills
- Ability to adapt complex technology systems & contribute towards better Product Development
- Strong organization & multi-tasking skills
- Great people-manager with an aim to enhance team's career path keep & keep them motivated
- Love digital marketing & everything around it; and at the same time should have an obsession to serve the clients with best possible service in the industry.
- An active role in building a team of at least 20+ Client Managers, training them
- Clear Marketing concepts, setting the right processes to ensure quality service delivery and co-ordinate with senior management to set targets & achieving them.

Management Trainee - IT - Sales

- State of the art selling techniques and an ability to translate these skills into tangible results
- Extensive knowledge of the related field (main actors, trends/shifts, competitors, processes, regulatory frameworks)
- Ensure new services are sold at acceptable margins within operational capacity
- Ability to write, appraise and negotiate detailed contracts and commercial agreements
- Ability to present detailed concepts to an audience in a presentation environment
- Ability to adopt a flexible approach to work and react effectively to a rapidly changing environment
- Ability to work under own initiative and with a high degree of autonomy
- Knowledge of IT systems, particularly MS Office applications
- Excellent interpersonal and communication skills
- Team player
- Ability to listen and identify client requirements
- Service oriented mindset
- Organization skills
- Accountability, results driven

- Enthusiasm and perseverance
- Two Wheeler & Valid driving license
- Ability to travel, sometimes at short notice

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| Tata Technologies Ltd |
| Usually interviews are held by HR & Technical persons. |
| Usual Process – Written Test / Group Discussion and Personal Interview |

A few of the top Companies in IT- KPO & BPO Sector visiting Campus

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| Affinity Express India Pvt Ltd | Sungard |
| BPOzitions | Symphonix Calling |
| Credit Suisse | Syntel-KPO |
| Deloitte Consulting India Private Limited | Tata Business Support Services Ltd |
| eClerx Services Ltd | Tata Consultancy Services (TCS) |
| Epitome Bpo services Ltd | Tech Mahindra |
| Gallagher Offshore Support Service Pvt. Ltd. | Technooster |
| HCL Technologies -BPO Division | TriZetto India BPO (Tela India) |
| Hinduja Global Solutions Ltd | Wipro BPO |
| Serco Global Services | WNS Global Services Pvt.Ltd. |
| SG Analytics | WYSE Biometrics Systems Pvt. Ltd |
| SoftCell Technologies Ltd | XL Dynamics |
| Sokrati Pvt. Ltd. | Zenith Infotech |
| Stellar Information System Ltd | Zensar Bpo |

Profiles / Job description & Criteria of these companies (Profile details as offered by the Industry)

Management Trainee

- Good Command Over English
- Aware about British / American Accents

- Good Communication skills
- Ready to work in shifts if needed
- Able to take pressures / handle multicultural people

Assistant Manager / Deputy Manager – Operations

Job profile:

- Team Management - Ability to lead a team, assess performance of Team Members and conduct performance appraisals.
- Review daily key operational variables. Provide coaching, feedback and mentoring to the team.
- Proactively, managing performance and enhancing performance of team based defined KPI's.
- Asses training needs, provide training opportunities and train new hires and existing staff.
- Lead end to end Service Delivery, SLA compliance and issue resolution.
- Performance & process review calls with the clients, managing client expectations
- Providing performance review and action plans for resolving performance gaps.
- Monthly Performance Review call with the leadership and clients to present review of performance and action plan to resolve performance gaps Workflow Management
- End to end workflow management through 24x7 workflow management team, addressing day to day client inquiries, production issues, and platform issues and ensure smooth workflow management in coordination with internal & external stakeholders.
- Managing regional reports and requirements.
- Manage and deliver on assigned ad hoc tasks effectively.
- Excellent in Analytical/Numerical skill.
- Effective Knowledge management to prevent any Knowledge loss
- Ensuring seamless transitions of new processes from client or within the team
- Driving Productivity enhancement initiatives within the team
- Should hold valid Passport
- Ready to relocate
- Ready to work in Rotational Shifts / as per business requirements.
- Ready to work in 6 days week culture.

OLP Trainee/ Sr. Associate Finance

The OLP trainees join the organization as Senior Associates with a defined career path of becoming Team leaders in 18 months.

- An eighteen months structured plan anchors the whole program, allowing the OLP trainees to engage themselves in daily operations while understanding the domain in depth.

- Beyond planned development interventions; the batch is groomed with depth and substance in domain through simple and natural approaches such as consistent ongoing dialogue, performance coaching and various project assignments through a Mentor – Mentee program.
- Along with meeting regular business requirements, the batch further engages in Business Vertical assignments pertaining to Operational excellence, Process Improvements, team leader readiness training and LEAN Projects during the training period of 18 months
- Periodical evaluations are conducted at the end of 6th, 12th and 18th month and on successful completion of the program the trainees shall be moved to a Team Leader level managing daily.

The Role involves:

- Process suppliers and employees payment transaction accurately and on a timely basis.
- Meet performance objectives relating to turnaround times on payment, problem resolution.
- Identify problem areas in the process and work with the team to generate solutions, e.g. ensuring invoices are authorized for payment in a timely manner.
- Provide information to the Team Lead relating to the status of supplier and employee queries.
- Maintain a clean ledger with minimal aged open transactions.
- Assist the Team Lead in setting performance measurement procedures for processes and providing regular reports.
- Perform reconciliation timely, accounts payable to general ledger, supplier statement, bank statement, VAT, GST and withholding tax.
- Build and maintain relationships with internal and external clients.
- Work with business partners on a day-to-day basis to resolve supplier queries.
- Make recommendations for process improvement.
- Meet individual objectives and contribute to the achievement of the teams overall objectives.

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| Deloitte |
| Usually interviews are held by HR. |
| Usual Process – Written Test / Group Discussion and Personal Interview |

A few of the top companies in Media and Entertainment Sector visiting Campus.

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| Animation Xpress Network | Seagull Advertising |
| Balaji Telefilms Ltd. | Selvel |
| Business Standard Ltd. | Simplicity |
| Crescent Entertainment & Tourism Ltd | Synergy Communications |
| Crest Premedia Solutions Pvt. Ltd. | Thomson Reuters |
| Dainik Jagran | TAM Media Research Pvt Ltd |
| Divya Marathi (Dainik Bhaskar Group) | TAS Analytic Services, A Time Warner Company. |
| Hindustan Times | The Times of India |
| Indian Express Group | Touchmagix Media Pvt Ltd |
| Indian Magic Eye Pvt Ltd | Trans Advertising |
| Infortale Communications Pvt. Ltd. (DNA Infoline) | UBM India Pvt Ltd |
| Sahaj Info Media Pvt. Ltd. | UNIVERSAL MEDIA GROUP (UMG) |
| Sakaal Media Group | Viva Infomedia Pvt Ltd |

Usually the profiles invited are for Business Development and Marketing.

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| TAM Media Research Pvt.Ltd. |
| Usually interviews are held by HR. |
| Usual Process – Group Discussion and Personal Interview |

A few of the top companies in Agriculture Sector visiting Campus

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| Agro India Ltd | Krishidhan Seeds Limited |
| Agro Tech Foods Ltd | Rallis India Ltd |
| Bhagyalaxmi Dairy Farms Pvt. Ltd. | Mps Food Products Ltd |
| Deccan Farm Equipments Pvt. Ltd | Parle Agro Ltd |
| Deepak Fertiliser & Petrochemicals Corporation Ltd | Pranav Agro Industries Limited |
| FieldFresh Foods Pvt. Ltd. | Samruddha Jeevan Foods India Ltd. |
| Godrej Agrovet Limited | Mahyco Seeds Ltd |
| Goodricke Group Ltd | Swaraj India Industries Ltd. |
| Isha Agro Developers Pvt. Ltd. | Synapse wellness (I) Pvt.Ltd |

Usually the profiles invited are for Business Development and Marketing.

Perquisites: Skills Required

- Forward planning
- Making policy decisions
- Budgeting and maintaining accurate financial records
- Organizing sales and purchases of livestock, farm equipment, crops and agricultural products
- Handling paperwork and keeping administrative records
- Making sure that work progresses satisfactorily
- Awareness of government regulations and health and safety standards
- Ensuring profitable and meets projected financial targets
- Advertising and marketing products.

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| Rallis India Ltd |
| Usually interviews are held by HR. |
| Usual Process – Written Test / Group Discussion and Personal Interview |