Fw: SuccessR - Internship empanelment request

Office BMCC <office.bmcc@despune.org>
Wed 2021-06-09 15:04
To: ashishpuranik.bmcc <ashishpuranik.bmcc@despune.org>
Cc: nilofar agnihotri <nilofaragnihotri.bmcc@despune.org>

From: Annu Varma <annu.successr@gmail.com>
Sent: Wednesday, June 9, 2021 2:40 PM
To: Office BMCC <office.bmcc@despune.org>
Cc: tejasvinipise@successr.in <tejasvinipise@successr.in>; aditirsingh.successr@gmail.com <aditirsingh.successr@gmail.com>
Subject: SuccessR - Internship empanelment request

Dear Sir/Ma'am,

Greetings from SuccessR,

We are looking for candidates for an internship which would help them build their skills and knowledge.

The selected candidates will be working with the founders.

We look forward to a mutual corporate relationship.

 We are specifically focused on providing specialized services around Manpower and Staff Recruitment, Salary Process Outsourcing (Payroll), Contractual Staffing. We help our clients implement these solutions through our skilled resourcing services.

Company Name: SuccessR HR Tech Pvt Ltd

Internship start date: 14th june 2021

Duration: 3 Months (work from home)

Students will not be paid any stipends.

Students from any background and streams, without work experience as well can apply for the internships.

Perks for the candidates

Internship Certificate

Letter of Recommendation

Appreciation Certificate

We request you to share this information with your students. We would like to receive an excel sheet of interested candidates with name, contact number, e-mail address and the position applying for, and a zip file containing all resumes from you. Students shall not send their resumes directly to us.

Please find available projects below for the internship.

Project 1 - Cold Calling + Digital Marketing Intern

Job Description

- Should be quite customer friendly and should be able to persuade the users.

- Must understand what the customer requires and accordingly act on implementing and provide a relevant solution to them in a short span of time.

- The main objective of a telemarketer is to promote the growth of the business by expanding the company's customer network.

- Helping the company to engage in business with clients.

- Identifying prospects by reading telephone and zip code directories and other prepared listings

- Calling prospective customers by operating telephone equipment, automatic dialling systems, and other telecommunications technologies as a part of tele-marketing

- Completing orders by recording names, addresses, and purchases; referring orders for filling

- Securing information by completing database backups

Responsibilities

- Contact individuals and businesses by telephone to promote products and services and should also request orders for goods and products over a telephone.

- Adjust a well-tailored sales pitch and deliver it efficiently to the customers also keeping in mind that they fulfil each and every requirement of a customer.

- Candidate must be good in explaining the features of the goods or products/services which he/she

is trying to sell.

● Should be very persuasive in order to convince the customers to buy the product by illustrating it in such a way that it meets their needs.

● Keep a record of each and every personal detail of the customer in their system and should also maintain all the conversations made over a telephone for future references.

● They need to handle all the issues by the customer and be vigilant enough to provide a solution to them.

● Schedule appointments so that the sales team gets in touch with the probable customers.

● Most importantly, a telemarketer needs to follow up with the customer on what they had discussed in the last phone call

● SEO AND SMES, Managing the platforms of social media pages and working on keywords for consulting business

Project 2 - HR Generalist

● Hiring of the candidates for Marketing Internships

● On boarding

● Time Attendance

● Induction

● Working on the HRMS Portal

● Exit Formalities.

Project 3 - Graphic Designer

● Prepares work to be accomplished by gathering information and materials.

● Plans concept by studying information and materials.

● Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.

● Obtains approval of concept by submitting rough layout for approval.

- Prepares finished copy and art by operating typesetting, printing, and similar equipment; and purchasing from vendors.

- Prepares final layout by marking and pasting up finished copy and art.

- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment.

- Completes projects by coordinating with outside agencies, art services, printers, etc.

- Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.

- Contributes to team effort by accomplishing related results as needed.

Project 4 - Content Writer

- Research industry-related topics (combining online sources, interviews and studies)

- Write clear marketing copy to promote our products/services

- Prepare well-structured drafts using Content Management Systems

- Proofread and edit blog posts before publication

- Submit work to editors for input and approval

- Coordinate with marketing and design teams to illustrate articles

- Conduct simple keyword research and use SEO guidelines to increase web traffic

- Promote content on social media

- Identify customers' needs and gaps in our content and recommend new topics

- Ensure all-around consistency (style, fonts, images and tone)

- Update website content as needed

Project 5 - Business Developer

- Helping the company to engage in business with clients.

- Identifying prospects by reading telephone and zip code directories and other prepared listings.

- Calling prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies as a part of telemarketing.

- Completing orders by recording names, addresses, and purchases; referring orders for filling.

- Securing information by completing database backups.

Project 6 - Android Developer

- Design and build advanced applications for the Android platform

- Collaborate with cross-functional teams to define, design, and ship new features

- Work with outside data sources and APIs

- Unit-test code for robustness, including edge cases, usability, and general reliability

- Work on bug fixing and improving application performance

- Continuously discover, evaluate, and implement new technologies to maximize development efficiency. The candidate must have previously worked on developing any applications and should have hands-on experience of that.

Project 7 - UI/UX Designers

UI/UX Designer responsibilities include gathering user requirements, designing graphic elements, and building navigation components. To be successful in this role, you should have experience with design software and wireframe tools. If you also have a portfolio of professional design projects that includes work with web/mobile applications, we'd like to meet you. Ultimately, you'll create both functional and appealing features that address our clients' needs and help us grow our customer base.

Responsibilities

- Gather and evaluate user requirements in collaboration with product managers and engineers

- Illustrate design ideas using storyboards, process flows and sitemaps

- Design graphic user interface elements, like menus, tabs and widgets

- Build page navigation buttons and search fields

- Develop UI mock-ups and prototypes that clearly illustrate how sites function and look like

- Create original graphic designs (e.g. images, sketches and tables)

- Prepare and present rough drafts to internal teams and key stakeholders

- Identify and troubleshoot UX problems (e.g. responsiveness)

- Conduct layout adjustments based on user feedback

- Adhere to style standards on fonts, colors and images.

Requirements

- Proven work experience as a UI/UX Designer or similar role

- Portfolio of design projects

- Knowledge of wireframe tools (e.g. Wireframe.cc and In Vision)

- Up-to-date knowledge of design software like Adobe Illustrator and Photoshop

- Team spirit; strong communication skills to collaborate with various stakeholders

- Good time-management skills

- BSc in Design, Computer Science or relevant field

Note :

• SuccessR is providing Work from home internship for the profiles mentioned above in JD.

• The duration of the internship is 3 months.

• No stipend would be provided.

• Date of Joining would be from 14th june,2021.

• Telephonic rounds of interview would take place between allocated time slots.

• Please share an excel sheet of interested candidates containing - Name, contact no, Email id, Profile interested in, Date of birth, Gender

Link
- https://docs.google.com/forms/d/1L1It3ECoO_OO7RK0
yi6I1UW_FMMgymBNrAk5Qf0EKrw/edit

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