

**SRI AUROBINDO COLLEGE**  
**(University of Delhi)**  
**Malviya Nagar, New Delhi – 110017**

07.02.2019

**NOTICE**

The Placement Committee of Sri Aurobindo College is inviting applications from 3<sup>rd</sup> year students for some positions offered by

1. TAK Technologies Pvt. Ltd.
2. Smart Skill Tech Pvt. Ltd.

Interested students are required to submit Response Sheet and their Resume latest by 11<sup>th</sup> Feb 2019 in the college with Mr. Ravinder in the A.O. office.

***The details are attached.***

  
**PRINCIPAL (OFFG.)**

## **TAK Technologies Pvt. Ltd**

**TAK Technologies Pvt. Ltd.** is a DIPP, MSME, NSIC and ISO 9001, 14001, 18001 Certified, leading national level opto-electronic equipment manufacturer and supplier with experience of serving Indian Defence and Government organizations for last 17 years. They take expertise in serving to the security needs of clients and aim for 100% customer satisfaction. TAK Technologies Pvt. Ltd. is a registered supplier to various **Indian Defence Institutes and Intelligence Departments in India**. TAK Technologies Pvt. Ltd. is an MSME firm and has initiated manufacturing of Thermal and Night Vision devices in India keeping in view the schemes and steps being taken by **Government of India** to encourage MSME firms to take up “**Make in India**” campaign.

They would like to hire brilliant minds for following departments:

1. Sales 2. Pre-sales 3. Supply Chain Management
4. Human Resources 5. Administration 6. Information Technology

### **JOB DESCRIPTION:**

❖ Files attached for different departments


- Remuneration – 2.5-3 LPA, but due consideration shall be given to exceptional candidates
- Perquisites – Mediclaim entitlement, Gratuity, Phone expense, Tour Reimbursement as per company policy
- Job Location – Noida, Sector-80

### **SELECTION PROCESS – Will include:**

- CGPA/Percentage cut-off
- Online assessment (mandatory)
- Group discussion &
- MS-Excel may be done for Sales Department
- Personal Interview (mandatory)
- CTC offered - in between 2.5LPA to 3LPA
- **Personal Interview (mandatory)**

Interested students are required to reply in **Response Sheet** as per the format below along with their **Resume** by 11.02.2019:

Name	
College Roll No	
Email ID	
10 <sup>th</sup> class %	
12 <sup>th</sup> class%	
Graduation CGPA	
Graduation Stream	
Interested in which Department	

TAK TECHNOLOGIES PVT. LTD.		
JOB RESPONSIBILITIES		
	Department	HR
	Designation	Trainee Executive
	Location	Delhi-NCR

### OVERVIEW:

Working under the supervision of the immediate supervisor, Trainee Executive will perform his/her services. The incumbent will be responsible to support the completion of the department's goals and objectives in a professionally and culturally appropriate manner.

### KEY RESPONSIBILITIES:

The job responsibilities of this position include:

#### Recruitment:

1. Assist to manager in conducting recruitment/exit interviews and recording them accordingly.
2. Facilitating newcomers joining formalities.
3. Reviewing & updating job descriptions for all positions regularly.

#### Compensation & Benefits:

4. Handling monthly payroll and yearly forms for employees.
5. Liaising with all government agencies to ensure adherence to compliance laws and regulations
6. Follow up on confirmation records statutory obligations - PF, ESIC, taxes, gratuity, bonus etc.

#### HR Administration:


7. Communicating and explaining the organization's HR policies to the employees.
8. Handling administration of all contract labor.
9. Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management.

#### HR Management:

10. Handling all employee enquiries & grievances.
11. Assist to Senior in case of Dispute settlements according to labor law, Factory rules & compliance guidelines.

### JOB SPECIFICATIONS:

1. Excellent oral and written communication skills
2. Good Computer knowledge and proficient in MS office
3. Should be adept at working on Social Networking sites like Linked In

TAK TECHNOLOGIES PVT. LTD.		
JOB RESPONSIBILITIES		
	Department	Administration
	Designation	Trainee Executive
	Location	Delhi-NCR

#### OVERVIEW:

Working under the supervision of the immediate supervisor, Trainee Executive will perform his/her services.


#### KEY RESPONSIBILITIES:

The job responsibilities of this position include:

1. Assisting for new registrations, Factory License, pollution certificate, Noise Pollution certificate etc. and their renewals.
2. Coordination with Airlines and Hotels for corporate Tie-up/Arrangements
3. Intellectual property rights like trademarks etc.
4. Should conduct security audits for office infrastructure and provide recommendations to mitigate risks.
5. Implementation of the security architecture in the company
6. Provide administrative support to Team (s) including; invoice, budget and expenses management; travel and accommodation arrangements; scheduling and organizing internal/external meetings and events; and setting up conference calling facilities.
7. Implementation of security manual and also for Execution of all activities related to audit of IB/MHA that would undertake the first security audit of all the licensed private companies in the Defence sector and its renewals
8. Prepare reports and presentations with statistical data, as assigned
9. Providing administrative support to Team(s) meetings, including agenda preparation
10. Liasoning with local authorities like police, corporation, MCD etc.
11. All event management arrangements, corporate visit and guest visiting, Birthday, farewell
12. Assisting in travel & accommodation arrangement of staff, visitors and clients
13. Stock maintenance Stationery, Pantry, Housekeeping
14. Upkeep of office administrative facilities and ensuring availability of daily miscellaneous requirements to ensure harmonious work culture among employees.

#### JOB SPECIFICATIONS:

1. Excellent oral and written communication skills.
2. Good Computer knowledge and proficient in MS office.
3. Time Management Skills, Organizational Skills.

TAK TECHNOLOGIES PVT. LTD.		
JOB RESPONSIBILITIES		
	Department	Information Technology
	Designation	Trainee Executive
	Location	Delhi-NCR

#### OVERVIEW:

Working under the supervision of the immediate supervisor, Trainee Executive will perform his/her services. The incumbent will be responsible to support the completion of the department's goals and objectives in a professionally and culturally appropriate manner.

#### KEY RESPONSIBILITIES:

The job responsibilities of this position include:

1. Assist in Management of IT infrastructure
2. Assist in Identifying and acting on opportunities to improve and update software and systems
3. Providing ideas for Developing and implementing IT policy and best practice guides for the organization
4. Assist to the manager in Designing training programs and workshops for staff
5. Assist to manager in Identifying opportunities for team training and skills advancement
6. Conducting regular system audits
7. Running and sharing regular operation system reports with senior staff
8. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
9. Assist to manager in managing and reporting on allocation of IT budget.
10. Running regular checks on network and data security.
11. Working knowledge of OS for office implementation like DOS, Windows, Linux, UNIX & Ubuntu etc.
12. Working knowledge of network operations including configuration
13. Elementary knowledge of application generation using VB+, C++ etc.
14. Documentation and inventory management.

#### JOB SPECIFICATIONS:

1. Excellent oral and written communication skills
2. Certification of CCNA & MCSE will be an added advantage
3. Ability to multitask, prioritize, and manage time efficiently.
4. Ability to work well with management and staff at all levels

## TAK TECHNOLOGIES PVT. LTD.

### JOB DESCRIPTION

	Department	Marketing
	Designation	Trainee Executive
	Location	Delhi-NCR

Trainee Executive will be involved in developing marketing campaigns to promote a product, service or idea.


### KEY RESPONSIBILITIES:

The job responsibilities of this position include:

1. Work collaboratively with the business and marketing stakeholders, to build and deliver the right marketing response to business strategy, and embed best practice across business, including event delivery, content creation, digital marketing, lead generation, and budget management.
2. Adapt to work on a diverse range of campaigns and projects; from brand activities and global events, to marketing automation and social media campaigns.
3. Support the development and implementation of the marketing strategy, including campaign/project delivery, contact management, digital and social media, and other critical sales and marketing disciplines.
4. Identification of relevant portals on which Company products should be uploaded and regular updating, addressing of enquiries, educating the prospective clients etc. can be done
5. Contributing to, evaluating and developing, marketing plans and strategies and preparing annual budgeting for the Company's Marketing Activities.
6. Maintaining the company's social networking profile with regular updates from internal departments and management like LinkedIn:
  - Preparation and regular updating of company LinkedIn profile
  - Connecting with relevant Industry partners, companies and professionals
  - Uploading of latest developments and achievements of Company in proper intervals
  - Coordination with different departments like HR, Engineering and Sales to meet the requirement and assistance as and when required
7. Handle social media, public relation efforts & content marketing
8. Sourcing advertising opportunities and placing adverts in related magazines and news papers
9. Regular updating on the website of the latest products, technology, company achievements, etc. in coordination with concerned departments
10. Assist for Preparation of all marketing collateral, including letters, emails, etc.
11. Regular coordination on various events to be held in the said domain, industry meetings, conferences, upcoming projects and prospective areas of working.
12. Regular Coordination with KeyDefence Desks for adverts in publications, participation in organized events, etc.

### JOB SPECIFICATIONS:

- 1.Excellent oral and written communication skills.
- 2.Good Computer knowledge and proficient in MS office.
- 3.Ability to multitask, prioritize and manage time efficiently.
- 4.Ability to work with management and staff at all levels.

TAK TECHNOLOGIES PVT. LTD.		
JOB RESPONSIBILITIES		
	Department	Pre-Sales
	Designation	Trainee Executive
	Location	Delhi-NCR

#### OVERVIEW:

Working under the supervision of the immediate supervisor, Trainee Executive will perform his/her services. The incumbent will be responsible to support the completion of the department's goals and objectives in a professionally and culturally appropriate manner.

#### KEY RESPONSIBILITIES:


The job responsibilities of this position include:

##### Pre Sales Activities:

1. Design, Evaluation and Preparation of Technical Solutions for Security & Surveillance Equipments which includes Technical Literature, Technical Specs & Commercial Offer as well as Revision/Modification as & when required based on the requirement
2. Being an active part of the Site Survey Team for analyzing customer requirements for further designing of the solution to be proposed
3. Interaction with vendors and understanding their product offerings and designing solutions as per the customer requirement
4. Preparation of Budgetary Proposal with Technical & commercial offer for budget approval in coordination with the help of Sales representative
5. Preparation of response of RFIs and RFPs with close co-ordination with Sales Team
6. Being up to date with Defence and Govt. Procurement Procedures as laid down in respective manuals.
7. Everyday review of RFPs and RFIs being issued by Defence and Government clientele for related product portfolio on e-Portals
8. Tie-Ups with Service Providers, for sending details of RFPs and RFIs issued on e-Portals with regard to the shared Keywords, on annual basis

#### JOB SPECIFICATIONS:

1. Excellent oral and written communication skills
2. Good Computer knowledge and proficient in MS office
3. Electronics & Communication background shall be preferred
4. Ability to multitask, prioritize, and manage time efficiently

TAK TECHNOLOGIES PVT. LTD.		
JOB RESPONSIBILITIES		
	Department	Sales
	Designation	Trainee Executive - Sales/BD
	Location	Delhi-NCR

#### OVERVIEW:

Working under the supervision of the immediate supervisor, TraineeExecutive will perform his/her services. The incumbent will be responsible to support the completion of the department's goals and objectives in a professionally and culturally appropriate manner.

#### KEY RESPONSIBILITIES:

The job responsibilities of this position include:

1. Attending technical bid and technical discussion at customer location
2. Business development in assigned market
3. Attending technical demo and making product presentations
4. Should have skill to comprehend the technical proposal for evaluation and client interaction
5. Should possess excellent technical writing skill for proposal preparation
6. Assisting in preparation of technical bid, commercial Bid
7. Site survey (whenever required) for budgetary/ tender bid
8. Assisting in achieving assigned targets and to follow the set strategy regularly and timely
9. Assisting in preparing budgetary proposal with technical and commercial offer for budget approval
10. Acquiring complete technical knowledge of products and be through on product features, technical specification and application in relevant segments
11. Seeking information from customers about the details of past procurement of similar products
12. Sending introductory proposal to the end user

#### JOB SPECIFICATIONS:

- 1.Candidate should be willing to travel extensively for client interaction
- 2.Good oratory skills for opinion building
- 3.Good Computer knowledge and proficient in MS office
- 4.Excellent in inter/intra personal relationship with team and client objectively



# Smart Skill Tech Pvt Ltd.

## Job Description---Learning Consultant

### Job Specification---Requisition Form

Company Name	a). Smart Skill Tech Pvt. Ltd.		
Address	b). Head Office : Plot No 137, Sector 24, Faridabad		
Website	c).www.smartskilltech.com		
Job timing for this position Working days.	d). 9:00 a.m. to 6.00 p.m. e). 6 days a week		
Contact Person Name	a) Anchal Juneja		
Mail ID	b)anchal@smartskilltech.com		
Contact No. with 1 landline	c)9654666856 and 0129-4054003		
No. of requirement	10		
Job title (Position Name)	Learning Consultants		
Department	Sales	Division	
Job Responsibilities	1). Driving inquiries and admissions for the online and blended learning programs offered, through Outbound & Inbound Calls  2) Looking after entire sales lifecycle: starting from engaging with leads till the final conversion through Outbound & Inbound Calls  3.) Counseling professionals via call, email or chat and suggesting the best course for prospective students  4.) Updating and maintaining MIS reports  5.) Coordinating with marketing team to fine tune marketing plans related to admissions.  6) Achieving Daily, Weekly & Monthly Sales targets		
Job location	Faridabad ,Sector 11		

<i>Requirements:</i>	<i>Preferred</i>	<i>Nice to have</i>
<i>Education</i>	<i>B.B.A ,M.B.A or Graduate</i>	
<i>Experience</i>	<i>0 to 1</i>	
<i>Behavioral traits</i>	<i>Good Communication Skills, Confident, Passionate, Enthusiastic</i>	
<i>Gender</i>	<i>No Preference</i>	
<i>Salary range</i>	<i>16k to 20k (CTC )</i>	
<i>Expected starting date:</i>	<i>Asap</i>	

Interested students are required to reply in **Response Sheet** as per the format below along with their **Resume** by 11.02.2019:

Name	
College Roll No	
Email ID	
10 <sup>th</sup> class %	
12 <sup>th</sup> class%	
Graduation CGPA	
Graduation Stream	
Interested in which Department	