

RAMANUJAN COLLEGE
Accredited Grade 'A++ (3.71)' by NAAC
(University of Delhi)
C.R. Park Main Road, Block H,
Kalkaji, New Delhi-110 019
ISO 9001:2008 Certified Organisation



रामानुजन महाविद्यालय
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)
(दिल्ली विश्वविद्यालय)
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली- ११००१९
आई एस ओ ९००१:२००८ प्रमाणित संगठन

NOTICE
PLACEMENT & CAREER DEVELOPMENT CELL
9HEAVEN
Internship Notice

Date- 26th November 2023

Notice No: 231132

About the Company

9HEAVEN is an emerging firm in Web Development that works with visionary leaders to develop adaptable solutions for today's complicated and uncertain world. Our strategic services handle the demands of clients of all kinds and types, from small startups to huge corporations, and produce long-term results with apparent growth. 9HEAVEN was started with a vision to transform the way businesses work. To provide collaborative platforms where everyone can grow mutually. We at 9HEAVEN don't see others in the same line as competitors but as either a customer, a partner, or business. A team of WordPress veterans offering finely-crafted WordPress solutions since 2016.

Website: <https://www.9heaven.in/>

Profile:

1. Digital Marketing Intern
2. Business Development Intern
3. Content Creator Intern
4. Content Writer Intern
5. HR Intern
6. Market Research Intern
7. Social Media Marketing Intern
8. WordPress Developer Intern

Eligibility: All Courses | All Years

Stipend: 5000 per month for all profiles except Business Development Intern: 8000 per month

Duration: 3 to 4 months

Job Location: Hybrid/Hauz Khas, Delhi

Roles and responsibilities:

1. Digital Marketing Intern
 - Content Creation: Assist in creating engaging and relevant digital content, including blog posts, social media updates, emails, and other digital marketing collateral.

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- Social Media Management: Manage and schedule social media posts, monitor social media channels, and engage with the audience to enhance our online presence.
 - Email Marketing: Support email marketing campaigns by assisting with content creation, list management, and campaign execution.
 - SEO Optimization: Assist in optimizing website content for search engines through Keyword research, on-page optimization, and content updates.
 - PPC Campaigns: Participate in the creation, management, and analysis of Pay-Per-Click (PPC) advertising campaigns on platforms like Google Ads and social media.
 - Analytics and Reporting: Use digital marketing tools and analytics platforms to track and report on key performance metrics, such as website traffic, engagement and conversion rates.
 - Competitive Analysis: Conduct research on competitors and industry trends to identify opportunities and best practices.
2. Business Development Intern
- Market Research: Conduct in-depth market research to identify potential clients, Partners, and emerging market trends.
 - Lead Generation: Assist in generating high-quality leads by identifying and Reaching out to prospective clients through various channels, including email, phone Calls, and social media.
 - Sales Support: Collaborate with the sales team to create compelling sales Materials, presentations, and proposals tailored to prospective clients.
 - Data Analysis: Analyze and interpret data related to sales and business development Efforts to track progress and identify areas for improvement.
 - Networking: Attend industry events, conferences, and meetings to represent our Company and establish valuable connections within the industry.
 - Strategy Development: Assist in the development and execution of business Development strategies that align with our company's growth objectives.
 - CRM Management: Utilize our CRM software to maintain accurate records Of leads, contacts, and interactions.
3. Content Creator Intern
- Create engaging and high-quality content for various platforms, including social media, email campaigns, and other marketing materials.
 - Conduct research to understand industry trends, target audience preferences, and competitive landscape.
 - Collaborate with the marketing team to develop content strategies that align with our brand and marketing goals.
 - Assist in the planning and execution of content calendars to ensure a consistent and organized content schedule.
 - Optimize content for SEO to improve organic search rankings and increase online visibility.
 - Monitor and analyze the performance of content using analytics tools and make data-driven recommendations for improvements.
 - Stay up-to-date with industry best practices and trends in content creation and digital marketing.

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4. Content Writer Intern

- Research and write blog posts, articles, and other content for our website and social Media channels.
- Edit and proofread content for grammar, spelling, and punctuation errors
- Collaborate with the marketing team to develop and execute content marketing campaigns
- Stay up-to-date on the latest trends in content marketing and SEO

5. HR Intern

- Recruitment Support: Assist in the recruitment process by posting job openings, reviewing resumes, scheduling interviews, and communicating with candidates.
- Onboarding: Participate in the onboarding process for new employees, including Preparing paperwork, conducting orientations, and ensuring a smooth transition into the organization.
- Employee Records: Maintain and update employee records and files, ensuring Confidentiality and compliance with regulations.
- Benefits Administration: Assist in benefits administration, including enrollment, Changes, and answering employee inquiries.
- Training and Development: Coordinate training and development programs, workshops, and events for employees.
- Employee Relations: Support HR professionals in addressing employee inquiries and concerns, and help maintain a positive work environment.
- HR Projects: Participate in HR projects related to policy development, employee Engagement, or other HR initiatives.
- Data Management: Assist in collecting and analyzing HR data and metrics for reporting and decision-making.

6. Market Research Intern

- Collect data on consumers, competitors and marketplace and consolidate information into actionable items, reports and presentations.
- Understand business objectives and design surveys to discover prospective customers' preferences.
- Compile and analyze statistical data using modern and traditional methods to collect it.
- Perform valid and reliable market research analysis.
- Interpret data, formulate reports and make recommendations.
- Use online market research and catalogue findings to create and update databases.
- Provide competitive analysis on various companies' market offerings, identify market trends, pricing/business models, sales and methods of operation.
- Remain fully informed on market trends, other parties research and implement best practices.

7. Social Media Marketing Intern

- Content Creation: Create engaging and visually appealing content for various social media platforms, including images, videos, and written content.

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- Social Media Management: Manage and monitor the company's social media accounts, ensuring consistent branding, tone, and messaging.
- Community Engagement: Interact with the audience, respond to comments, messages, and engage in conversations to build a loyal and active online community.
- Campaign Development: Contribute to the development and execution of social media marketing campaigns.
- Analytics and Reporting: Use analytics tools to track performance, measure key metrics, and provide insights for continuous improvement.
- Trend Monitoring: Stay up-to-date with industry trends and emerging social media Platforms to suggest new strategies and techniques.
- Collaboration: Work closely with the marketing team to align social media efforts with overall marketing objectives.
- Brand Advocacy: Advocate for the brand online, ensuring a positive and consistent Representation.

8. WordPress Developer Intern

- Website Development: Collaborate with the development team to build and update WordPress websites, ensuring functionality, performance, and responsiveness.
- Theme Customization: Customize WordPress themes and templates to match the Design and branding requirements of our clients.
- Plugin Integration: Assist in integrating and configuring WordPress plugins to Enhance website functionality and user experience.
- Content Management: Manage and update website content, including text, images, and multimedia elements, using the WordPress content management system.
- Troubleshooting: Identify and resolve technical issues, bugs, and errors on WordPress websites.
- Optimization: Implement SEO best practices to optimize website performance, speed, and search engine rankings.
- Collaboration: Work closely with the design and content teams to ensure the Website's visual elements and content align with the client's objectives.

Skills and Competencies required:

1. Digital Marketing Intern.

- Strong interest in Digital Marketing and a basic understanding of digital marketing concepts.
- Excellent written and verbal communication skills.
- Familiarity with social media platforms and digital marketing tools is a plus.
- Basic knowledge of SEO principles is advantageous.
- Analytical mindset with the ability to interpret data and draw actionable insights.
- Strong organizational skills and attention to detail.
- Enthusiastic, adaptable, and eager to learn

2. Business Development Intern

- Strong communication skills, both written and verbal.

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- Excellent research and analytical abilities.
- Basic understanding of sales and marketing principles.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Self-motivated, detail-oriented, and eager to learn.
- Ability to work collaboratively in a team environment.
- Highly organized and able to manage multiple tasks and deadlines.

3. Content Creator Intern

- Strong written and verbal communication skills, with a keen eye for grammar and spelling.
- Passion for creating compelling and engaging content that resonates with target audiences.
- Basic knowledge of SEO principles and the ability to incorporate them into content.
- Proficiency with content creation tools and software, such as Adobe Creative Suite or Canva, is a plus.
- Familiarity with social media platforms and their respective best practices for content promotion.
- Self-motivated, detail-oriented, and able to work independently and as part of a team.
- Strong organizational and time management skills.

4. Content Writer Intern

- Strong writing and editing skills
- Excellent grammar and spelling skills
- Experience with SEO
- Strong research skills
- Attention to detail
- Passion for content marketing
- Self-motivated, detail-oriented, and eager to learn.
- Ability to work collaboratively in a team environment.
- Enthusiasm for staying current with digital marketing trends and technologies.

5. HR Intern

- Strong interpersonal and communication skills.
- Detail-oriented with excellent organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Eagerness to learn and a strong interest in human resources.
- Adaptability and the ability to work collaboratively in a team environment.

6. Market Research Intern

- Proven Market Research Analysis experience.
- Strong communication skills, both written and verbal
- Ability to interpret large amounts of data and to multi-task.
- Strong communication and presentation skills.

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- Excellent knowledge of statistical packages (SPSS, SAS or similar), databases and MS Office.
- Search engines, web analytics and business research tools acumen.
- Familiarity with CRM programs.
- Adequate knowledge of data collection methods (polls, focus groups, surveys etc.).
- Strong analytical and critical thinking

7. Social Media Marketing Intern

- Proficiency in using social media platforms, analytics tools, and content creation Software. (Preferred)
- Strong written and verbal communication skills.
- Creative thinking and the ability to generate innovative ideas.
- Basic understanding of digital marketing concepts.
- Ability to work independently and in a team.
- Strong time management and organizational skills.
- Enthusiastic about staying current with social media trends and technologies.

8. WordPress Developer Intern

- Strong understanding of web development fundamentals, including HTML, CSS, and JavaScript.
- Familiarity with WordPress and its ecosystem, including themes, Plugins, and customizations.
- Basic knowledge of responsive web design principles.
- Proficiency in web development tools and software.
- Problem-solving skills and attention to detail.
- Excellent communication and teamwork abilities.
- Eagerness to learn and adapt to new technologies and best practices.

Note: PPO on performance basis

Apply at: <https://forms.gle/vdKn2bZu8as4Scng6>

Last Date to Register: 28th November 2023

In case of any queries, please contact [Anurag](#) (Placement Co-Ordinator).

Note: If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behavior, companies deny to connect with us in further drives.

If your issue is genuine, mail us at placement@ramanujan.du.ac.in explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.