

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
Karyarth Consultancy
Internship Notice

Date- 29th August 2023

Notice No: 230822

About the Company

At Karyarth, we believe a recruitment consultancy isn't about merely sharing CVs, we believe it is of utmost importance to provide an amiable and productive working environment for those with high motivation which will eventually yield to profitable business models.

Above all, our highest priority is client satisfaction. Contributing to the client's success and achieving satisfaction through our services will create a bilateral and progressive environment strengthening our relationship with our clients.

We provide a list of candidates through our network and database, external collaborators and various other sources. It truly is about understanding your client's businesses and solving issues for them by finding the right talent.

Karyarth is one of the leading bilingual recruitment firms in Lucknow, India, focusing on Information Technology, Sales & Marketing, Finance, General Management, and Human Resource recruitments. Karyarth Consultancy delivers consulting services with honesty and diligence. We develop a collaborative relationship with the client.

Website: <https://www.karyarth.com/>

Profile:

1. Social Media Intern
2. Management Trainee HR

Eligibility: All year | All courses

Stipend:

1. Social Media Intern: INR 3K-12K
2. Management Trainee HR: INR 5K-10K

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Job Location: Work from home

Duration:

1. Social Media Intern: 4 Months to 6 Months + PPO
2. Management Trainee HR: 90 Days + PPO

Roles and responsibilities:

1. Social Media Intern

- Create and implement a social media strategy that align with the business objectives.
- Make/have knowledge of/comfortable working on reels, flyers, banners, posters, newsletters, magazines, podcasts etc
- Conduct research on trends & preferences of our targeted audience.
- Create specific goals and submit a report on the ROI.
- Create, edit, publish and share exciting content every day (e.g., original texts, photos, videos, and breaking news).
- Coordinate with the developer to get the best UI/UX.
- Work with other team members to discuss goals and Ideas to improve ORM & Brand awareness.
- Engage with followers, respond to questions in a timely fashion and keep track of the reviews of customers.
- Oversee social media accounts' design (e.g. Covers of Facebook's timeline, profiles images, timeline as well as blog design)
- Develop and introduce new features to increase brand recognition, such as promotions and contests.
- Keep up-to-date on the latest technologies and the latest trends in design, social media, applications and tools.

2. Management Trainee HR

- Candidate sourcing and Screening hundreds of applicants through naukri.com and LinkedIn and conducting telephonic interview (screening/introduction) per day to shortlist candidates that meet the minimum requirements of our clients.
- Coordinating recruiting operational process and detailed record-keeping
- Process applicants through a funnel of screening.
- Report recruiting activities on a timely basis.
- Contacting HRs of the different companies to get more clients.
- Uploading the requirements on social platforms, portals to get the desired candidate, and maintaining their proper record.
- Provide stellar candidate experience. Create new ways to surprise and delight candidates as they go through our Clients Recruitment process.

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- Maintain a proactive approach in seeking feedback from candidates to improve the effectiveness & efficiency of the process.
- Assist and drive a full-cycle recruitment process including, screening, interviewing, and feedback.
- To ensure the internal dashboard is properly used and should be involved in driving initiatives around candidate experience and employer branding.

Skills and Competencies required:

1. Social Media Intern

- 0 – 6 Months of Relevant Experience
- Should have knowledge of video editing tools and have proficiency in using the same.
- Need to be vocal in order to conduct online interviews with startUp founders & other professionals.
- Experienced and professional as a social media Team Lead
- Experiential knowledge in managing content
- Excellent copywriting skills
- Capability to create content that is original (text, image, or video)
- Experience with the online marketing channels
- Experience with web design
- Excellent communication skills
- Multitasking and analytical skills
- Creative video creation & editing.
- Should have prior experience in running paid campaigns

2. Management Trainee HR

- Minimum 1 month to 6 month internship / Full time experience in the same profile
- Excellent Communication
- Understanding of Profit and loss
- Goal Oriented

Note: Opportunity for PPO after successful completion of Internship.

Apply at:

1. Social Media Intern: <https://forms.gle/WB4zAhkf2bdstE3A6>
2. Management Trainee HR: <https://forms.gle/eD8EfdxMsgyx63e96>

Also Apply at: <https://forms.gle/VzJtgH2ycpQi5xQJA>

Last Date to Register: 31st August 2023

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In case of any queries, please contact [Prince](#) (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 behaviour, 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.