

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
Quantel.in
Internship Notice

Date- 15th August 2023

Notice No: 230817

About the Company

Quantel.in is seeking a highly motivated and detail-oriented Operations Intern to join our team. As an Operations Intern at Quante.in, you will play a critical role in ensuring the smooth functioning of our operations and supporting our mission of providing experiential learning opportunities to individuals and organizations throughout India.

Website: <https://www.quantel.in/>

Profile: Operations Position.

Eligibility: B.com, B.com (H), BMS | All Years.

Stipend: 8K + Incentives.

Job Location: Okhla Phase 1, New Delhi

Duration: 6 months.

Roles and responsibilities:

1. Operational Strategy:

- Develop and execute operational strategies aligned with Quantel's overall goals and objectives.
- Collaborate with senior management to define key performance indicators (KPIs) and establish benchmarks for operational success.
- Contribute to the maintenance and organization of internal systems and databases, ensuring accurate and up-to-date records.
- Support the team with administrative tasks, document preparation, and other operational responsibilities as needed.

2. Client Relationship Management:

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- Serve as a primary point of contact for our clients, maintaining strong relationships and addressing their inquiries and concerns promptly.
- Coordinate with clients to gather program requirements, logistics, and participant details, ensuring a comprehensive understanding of their needs.

3. Collaborative Partnerships:

- Cultivate and maintain relationships with external partners, including speakers, industry experts, and event venues.
- Collaborate with the Marketing and Sales teams to identify opportunities for strategic partnerships and sponsorships.
- Assist in the overall planning and organization of workshops, seminars, and other learning events, both in-person and virtual, related to Quantel's offerings.

4. Data Management and Reporting:

- Maintain accurate records of event details, participant information, and post-event evaluations.
- Generate regular reports on event metrics, attendance, participant feedback, and other relevant data.
- Analyse event data to identify trends, insights, and areas for improvement. S

Skills and Competencies required:

- Ready to work in a Startup Environment, where performance and growth are the only criteria to grow.
- Communication Skills: Effective oral and written communication skills. Speak in professional and personable way to the potential students and potential companies.
- Incredible organization skills with a detail-oriented approach.

Note: Opportunity for PPO.

Apply at: <https://forms.gle/jXPJto64VJiVoF48A>

Also apply at: <https://forms.gle/18gpe76YpByBHXMKKA>

Last Date to Register: 17th August 2023.

In case of any queries, please contact **Mansi** (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.

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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.