

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
Hindustan Recruitment
Internship Notice

Date- 19th December 2023

Notice No: 231209

About the Company

Hindustan Recruitment is a premier recruitment company based in Delhi, India. With a proven track record of five years in the industry, we have established ourselves as a trusted partner for organizations and job seekers alike. Our commitment to excellence, personalized approach, and industry expertise set us apart in the competitive recruitment landscape. At Hindustan Recruitment, we understand that the success of any organization lies in its people. We believe that talent is the driving force behind growth and innovation. Therefore, our primary focus is to connect top talent with the right opportunities, enabling both individuals and companies to achieve their goals.

Website: <https://hindustanrecruitment.com/>

Profile:

- 1) Human Resources (HR) Intern
- 2) Sales Intern
- 3) Marketing Intern

Eligibility: B.Com, B.Com (h), BMS / All year

Stipend: 5k per month

Duration: 3 Months

Job Location: Remote

Roles and responsibilities:

1. . Human Resources (HR) Intern
 - Assist in the recruitment process, including posting job openings, screening resumes, and coordinating interviews.
 - Support HR team in onboarding processes for new hires, including documentation and orientation.

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- Assist in employee engagement initiatives and events to promote a positive workplace culture.
 - Help with HR administrative tasks, such as maintaining employee records and updating databases.
 - Collaborate with the HR team to conduct training sessions and workshops for employees.
 - Contribute to the development and implementation of HR policies and procedures.
 - Support HR in performance management processes, including feedback collection and appraisal coordination.
2. Sales Intern
- Support the sales team in day-to-day activities and operations.
 - Assist in lead generation, prospecting, and market research.
 - Collaborate with team members to develop and implement sales strategies.
 - Participate in sales meetings and presentations to gain hands-on experience.
 - Provide administrative support to the sales team, including managing documentation and reports.
 - Assist in customer relationship management (CRM) activities.
 - Contribute to the development of sales collateral and marketing materials.
3. Marketing Intern
- Assist in the development and execution of marketing campaigns.
 - Support the creation of content for various channels, including social media, blogs, and newsletters.
 - Collaborate with the marketing team to conduct market research and competitor analysis.
 - Assist in organizing and promoting events and product launches.
 - Contribute to the design and production of marketing materials.
 - Monitor and analyse the performance of marketing efforts and provide insights.
 - Help manage social media accounts and engage with the online community

Skills and Competencies required:

1. Human Resources (HR) Intern
- Strong communication and interpersonal skills.
 - Basic understanding of HR principles and practices.
 - Ability to maintain confidentiality and handle sensitive information.
 - Proficient in MS Office applications.
2. Sales Intern
- Strong communication and interpersonal skills.
 - Enthusiastic and goal-oriented with a passion for sales.
 - Ability to work in a fast-paced, dynamic environment.
 - Basic knowledge of sales principles and techniques.

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Note: Virtual Interview Process.

Apply at: <https://forms.gle/hxVh7ipDEjxJ1oRL9>

Last Date to Register: 21st December 2023

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