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– ११००१६
आई एस ओ ६००९:२००८ प्रमाणित संगठन

NOTICE
PLACEMENT & CAREER DEVELOPMENT CELL
Zomato
Placement Notice

Date- 31st October 2023

Notice No: 231039

About the Company

Launched in 2010, Zomato's technology platform connects customers, restaurant partners, and delivery partners, serving their multiple needs. Customers use Zomato's platform to search and discover restaurants, read and write customer-generated reviews, view and upload photos, order food delivery, book a table, and make payments while dining out at restaurants.

Website: https://www.zomato.com/

Profile: Associate

Eligibility: All Courses | 2024 Batch and Pass-outs

CTC: INR 4.5 LPA

Job Location: Gurugram

Roles and responsibilities:

- Support: Provide assistance to higher-level employees or teams in day-to-day tasks and projects.
- Customer Service: Interact with customers, address inquiries, and resolve issues to ensure a positive customer experience.
- Administrative Tasks: Perform general office duties such as data entry, filing, and organizing documents.
- Data Entry: Accurately input and manage data using software or databases.
- Sales Support: Assist in sales efforts by helping with customer inquiries and processing orders.
- Research Assistance: Gather information, conduct basic research, and prepare reports.
- Event Support: Assist in planning and organizing events, meetings, or conferences.

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- Communication: Convey information and messages effectively through written and verbal communication.

Skills and Competencies required:

- Communication: Clear and effective written and verbal communication is essential for conveying information and working with colleagues and customers.
- Problem-solving: The ability to identify and solve simple problems independently.
- Attention to Detail: Being meticulous and accurate in tasks like data entry, record-keeping, and document management.
- Time Management: Organize tasks, set priorities, and manage time efficiently to meet deadlines.
- Adaptability: Willingness to learn and adapt to new tasks and situations.
- Teamwork: Collaborate effectively with colleagues and contribute to group efforts.
- Customer Focus: When applicable, focus on providing good customer service and addressing customer needs.
- Basic Computer Skills: Proficiency in using common software applications like Microsoft Office (Word, Excel, Outlook) and the ability to learn industry-specific tools.
- Multitasking: Manage multiple tasks or responsibilities simultaneously.

Apply at: https://forms.gle/CY56kMY4iCmSdEmV8

Last Date to Register: 2nd November 2023

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