



Dr. Jivraj Mehta Institute of Technology

Managed by: Charuttar Education & Navrachana Trust.
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Management Trainee / Interns (Male / Female) REQUIRED AT START UP INCUBATION CENTRE-DJMIT - (SICD), ANAND.

Applications are invited for TWO post of **Management Trainee / Interns (Male / Female)** at SICD- Dr Jivraj Mehta Institute of Technology, Mogar, Anand , Gujarat

Qualification- Fresh MBA (Marketing) Graduate
Only those passed in 2018-19 or 2019-20 shall apply. .

Job Description / Responsibilities:

- Understanding of business
- Preparing/Customized presentation as per clientele
- Generate market leads, Calls prospective Clients, fixing appointments, meeting and giving presentation
- Maintains database by entering, verifying, and backing up data.
- Maintains quality service by following organization standards.
- Make telephone calls to assigned prospects by his/her management
- Keep accurate and detailed records of calls/meetings made and results achieved.
- Understand and manage personal performance on a daily basis.
- Maintain confidentiality.
- Record details of opportunities and lead notes.

Desired profile of the candidate:

- Should have Excellent Communication Skills,
- Strong manners/ etiquette.
- Convincing Power.
- Fluent in, Gujarati, English & Hindi.
- Should be able to work with a Team.
- Good at Computers (Excel/MS Office)

Desired work experience (in complete years): Fresher or 1 Year maximum

Annual Compensation Offered: As per experience and market standard Stipend –Allowance Reimbursement and/or will be offering to Fresh Graduate.

Location of Posting: Anand

Interested persons may apply **only online** at sicd@djmit.ac.in
And CC to ketan.sicd@djmit.ac.in with Bio data and Resume.

For Any quarry or details contact Mr Ketan Dasadia 98252 82221 or Mr Anirudh Singh 93281 13261

Last date of Application – 23rd July'2020