



Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

FAX : (0120) 2788350 TEL. : (0120) 2788273, 2788409, 2788447

Corporate Resource Center

Notice

RKGIT/99/CRC/2014-15

19th November, 2014

Attn: MBA Final Year Students (Batch-2015)

Subject: Recruitment Drive of Naukri.com

Naukri.com is likely to conduct a recruitment drive for MBA Final Year students. The details are as follows:

About the company:

(Naukri.com) are a 16 year young company best described as India's No. 1 internet company. Our expertise in the online domain is unquestionable and we are the most dominant players in each of the segments we operate. We are the best in helping Businesses and People meet. We are a growth oriented and performance focused organization, we have had high growth historically and our revenue CAGR over FY 06-11 has been at 31%. We are also a highly profitable company, and our current market capitalization stands at -INR 3.22 billion. Our growth is anchored by an extraordinary force of 2000+ employees through 48 company branch offices across the country.

Job Description For profile 1:

Designation : Executive FastForward Sales (Naukri.com)
Compensation : Rs. 2,60,220 L.P.A.
Job Location : Noida

Duties & Responsibilities:

- Open to make 70-80 calls daily on dialer.
- Making outbound calls to promote the services of Naukri FastForward.
- Achieving sales targets.

Skill Sets Required:

- Excellent communication skills and strong telephone manner.
- Confident, self-motivated and incentive driven.
- Positive & Mature attitude towards the work assigned.

Job Description For Profile 2:

Designation : Executive FastForward Resume Writing (Naukri.com)
Compensation : Rs. 2,78,220 L.P.A.
Job Location : Noida

Duties & Responsibilities

- Writing Resumes, Cover Letters & other related products.
- Researching the best design for various profiles; content / industry jargon to use when listing the client's qualifications, skills, education, and job history.
- Achieving daily & monthly production targets that have been assigned
- Mapping clients requirements and developing resume as per the desired functional area
- Extensively using MS Office to produce high-quality, professional-looking documents.

Skill Sets Required:

- Must have excellent communication (written and oral) skills in English.
- Excellent typing and proofreading skills as well as basic knowledge of computers.
- Strong client servicing orientation with abilities in communicating with clients on understanding needs and aspirations, assessing content and deciding what information would be most valuable on the resume.

Selection Process:

- PPT
- Group Discussion
- Personal Interview

Notes:

- All interested students are requested to register with CRC by 12:00 PM on 21st November 2014 (Friday).
- Date of interview & venue will be intimated post registration and depending upon number of registrations.


Prof. Dilip Meza

Head -CRC

CC:

Mr. Harsh Sharma-Faculty Representative-MBA (B. Tech)
Dr Vibhuti -HOD-MBA (B. Tech)
Dr. Arvind Singh-Principal-MBA
Mr.Upesh Bhatnagar-For Website update

Mr. Vipul Goel-Accounts Office
Prof. V. K. Singh-Dean 2nd shift
Shri H. G. Garg, Dean, RKGIT - GZB
Dr. S. C. Gupta- Director Academics
Dr. D. R. Somashekar, Director, RKGIT - GZB
Prof. B. K. Gupta, Advisor, RKGIT - GZB
Shri Dinesh Kumar Goel, Chairman, RKGIT