

Suryadatta Education Foundation's
Suryadatta Group of Institutes

Name of the company : SEF's Suryadatta Group of Institutes
Location / Campus : Bavdhan, Pune
For whom : PGDM / MBA
Position : Placement Coordinator

About the company :

Suryadatta Education Foundations' , Suryadatta Group of Institutes , has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defense, Beauty & Wellness, Vocational & Advanced Studies, PhD centre etc.

Various academic and social institutes under the SEF aegis are growing and need professionals to be a part of their growth. For details refer www.suryadatta.org

Job Profile :

1. **Corporate connect** : Prepare a list and communicate with companies for various industry connect activities including Industry visits, Summer Internship, Final placements etc.
Meet the HR executives of the companies, make presentation about Suryadatta Group of Institutes for the same.
2. **Coordination**: Coordinate with faculty members, display appropriate notices, coordinate with students
3. **Support planning and coordination** of the placement cell activities.
4. **Record keeping** : Keeping records for all the above. Keeping records for company wise, student wise placement activities, contacts, status etc..
5. **Others** : Any other related work allotted from time to time
6. **Compliance and Reporting** : Submit a daily report on activities and compliance. Submit a weekly report of the time table compliance /deviations and consolidated status of placement activities done.

No. of positions : Two (2)

CTC : Rs. 3.6 to Rs. 4.32 lakhs p.a. depending upon proficiency and qualification /percentage

Selection criterion :

1. Good communication skills
2. No Backlog in Graduation and Post Graduation throughout. First Class Preferred in MBA.
3. I.T. Skills viz. MS Word, Excel, PowerPoint required
4. 2 wheeler / 4 wheeler required
5. Experienced candidates shall be preferred. However, fresher can also apply.
6. Selection process : Personal interviews

Date : 16.01.2020

Interested candidates should apply by 30.01.2020 by sending their resume and relevant documents on support@suryadatta.edu.in or send their resume with documents to the Director HR, Suryadatta Group of Institutes, Patil Nagar, Bavdhan, Pune - 411021