



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/PN/ 837

26th December 2023

Sub. Internship cum placement opportunity for BBA and MBA students of GGSIP University batch passing out in 2024 in the company “ITG Telematics Pvt Ltd”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Internship cum placement opportunity for BBA and MBA students of GGSIP University batch passing out in 2024 in the company “ITG Telematics Pvt Ltd” for your reference and circulation to students to apply on given link by **28th December 2023**:

Registration Link – <https://forms.gle/MjoqaC7rRRdQrH7U9>

Company Name – ITG Telematics Pvt Ltd

Position – Operations Executive

Eligibility – BBA or MBA students of 2024 passing out batch having 60% throughout education.

Stipend: INR 8000 - 10000 / month

Period of Internship: 2 - 6 months

Selection Process –

- 1) Resume Shortlisting
- 2) Face to face interview at company location

Job Description is attached for further details.

Applicants are required to resume on registration link.

LAST DATE FOR REGISTRATION IS 28th December 2023.

(Dr. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIPU

Job Description

Job Title: Operations Executive

Course : BBA /MBA

Roles and Responsibilities

- .) client meetings
- .) Software learning and management
- .) Diagnosing the problem and scenarios
- .) Data analysis and patterns
- .) Creating trends using Excel

Stipend: Rs 8000 - 10000 / month

Period of Internship: 2 - 6 months

For the first 2 weeks, the person will undergo job training, and after 2 weeks the person will be expected to work in a live environment and give his/her best performance. The period and continuity of the internship depend upon the person's performance.

After confirmation and successful completion of the internship (min 6 months), the salary may range between Rs 3 lakhs to 5 lakhs after permanent confirmation of your employment with the company. It will depend on the performance of the applicant, and the decision of the senior management of the company.

Candidate Preference

- . Strong written and verbal communication skills
- . Confidence in handling clients on calls, meetings and emails
- . Ability to analyse the needs and requirements of clients and get it done with different departments.

Education: 60% throughout your education.

Stipend : Rs8000 - 10000/month

Work location: ITG Office, Rama Road, Opposite Kirti Nagar Metro Station, New Delhi

Skills Required: Good communication skills, Client handling and customer service skills.