

PLACEMENT NOTICE


**STUDENTS OF FIRST, SECOND AND THIRD YEAR
OF ALL PROGRAMMES**

Kraft Educational Services , is providing **Internships in Business Administration / Management After College Hours.**

Details are as below:

COMPANIES	<i>Kraft Educational Services</i>
PROFILE	Internships in Business Administration / Management After College Hours
NO. OF OPENINGS	2 (Work from Office) We are currently seeking qualified candidates for Internships positions after college hours.
JOB DESCRIPTION	<ul style="list-style-type: none">● Communicate with students and inform them about the procedures involved in studying abroad at various stages.● Follow up with students regarding their process in various stages such as applications, credibility interviews, visa etc. whilst filling their various forms and checking their documents.● Knowledge of MS Office / Excel/Google Sheet/Google drive● Prepare and present applications of universities, and enrolment reports to the management.● Approaching colleges in and around Mumbai to connect with the deans/HODs/TPO and engaging with them to show the value KES services brings for their students' careers.● Arrange sessions/events/webinars for students in these colleges.● A customer-oriented and professional attitude Excellent communication abilities Excellent organizational and time-management skills.
About the organization:	As the most trusted name in Education Counseling, Kraft Educational Services (KES) is market leader in educational counseling and counsels' students extensively for studies in USA and Canada. We have established unique counseling techniques which bears testimony to success of our students getting admissions in top ranked universities with scholarships Website: www.krafteducation.com
STIPEND	During Internship period: Candidates can expect to earn between ₹ 7,000 PM to ₹ 10,000 PM Plus incentives, depending on student's skills, duration of

	internship, per day working hours and performance at the interview and student's capabilities.
EDUCATION & EXPERIENCE	<ol style="list-style-type: none"> 1. Must be currently pursuing a Bachelor's degree in any Field (Students of FY, SY and TY can apply). 2. ' The successful candidate will be detail-oriented, have excellent organizational and communication skills, and have the ability to work within teams or independently.
DURATION	Six Months.
SKILLS:	<ul style="list-style-type: none"> ● Excellent interpersonal skills and ability to work effectively with people at all levels. ● Strong organizational skills as well as strong communication skills (written and verbal). ● Computer proficiency: MS Excel, Word, Outlook, PowerPoint. ● Must be a self-starter with a proactive approach to work. ● Ability to prioritize work in order to meet important deadlines. ● Excellent follow up skills.
NOTE:	<u>Kindly note that this is an In-Office Internship - This is not Work From Home. The selected candidate will have to attend our office at BKC (Bandra Kurla Complex) every day except Sunday and Holidays.</u>
HOW TO APPLY	Interested Students can email their Resume on: kes.placements@yahoo.com and Mark CC to nmfcplacement@gmail.com latest by 17th Aug, 2022 by writing Subject: KES



I/C Principal