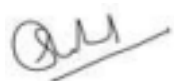


13/6/2023

PLACEMENT NOTICE**FIRST, SECOND AND THIRD YEAR STUDENTS OF
B.COM, BMS, BAF, BMM, B.SC (IT & CS), M.COM & M.SC(IT)**

Kraft Educational Services has an urgent requirement of **INTERNSHIP** position in Business Administration / Management .Details are follows :

NAME OF COMPANY	Kraft Educational Services
JOB PROFILE	Business Administration / Management Job Type: Internship (After college hours)
QUALIFICATION	<u>UNDERGRADUATES AND POST GRADUATE STUDENTS.</u>
SALARY	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.
RESPONSIBILITIES	<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.
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.
DETAILS	CLICK HERE TO VIEW THE JOB DETAILS https://drive.google.com/file/d/1Z9adLduDuc4IyKSwzjDIa0EoGb8Q9yzX/view?usp=sharing
HOW TO APPLY	Click on below given link and fill the details https://forms.gle/4HncfAUp936bmdDXA Latest by 16th June, 2023 till 12 noon.



I/C Principal