

NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

NMFC/COM-03/AUG2023

10th August, 2023

PLACEMENT NOTICE
(FOR SECOND AND THIRD YEAR STUDENTS OF
BMS(HR), B.COM, BAF, BAMMC AND M.COM)

ACME SERVICES has an urgent requirement of Human Resource Executive in their company.
Details are follows :

NAME OF COMPANY	ACME SERVICES
JOB PROFILE	Human Resource Executive Job Type: Internship – 3 months
JOB TIMINGS	Flexible
NO. OF VACANCIES	30 positions
JOB DESCRIPTION	1. Candidates data Churning all respective industries 2. Recruitment (Pitching the candidates) 3. Hand on learning will be given on Job Portal and Social Sites
REQUIRED SKILLS	<ul style="list-style-type: none">● Good English Communication
TRAINING	1. Pitch 2. Recruitment for particular industries knowledge (BFSI, E Commerce, IT, etc) 3. Job Portals (Naukri, Shine ,cost effective job portals etc) 4. Data Churning 5. Mapping 6. Head Hunting 7. Different Companies Knowledge Certificate: YES Letter of Recommendation : Based on good performance
REQUIRED CANDIDATE PROFILE:	Written & Verbal Communication skills, Positive attitude, administrative writing reporting skill, Organizational skill
SALARY	1. Paid starts from 3 to 5 k for freshers 2. Stipend will increase, if candidate has any prior internship experience

	<ol style="list-style-type: none"> 3. All stipend amounts will be paid once they complete their internship of 3 months 4. Internship would be for three months 5. Good performer will be appreciated with the hike in salary + incentives Paid Leaves 24 + menstrual Leaves too (once they come on our payroll 6. 100% Attendance is Must
HOW TO APPLY	<p>Fill this form by clicking on the below link on or before 14th August, 2023 by 12 noon.</p> <p>https://forms.gle/btdhtx5eSxRfTpu39</p>



(Vice-Principal)



I/C Principal