

PLACEMENT NOTICE

**THIRD YEAR, POST GRADUATE STUDENTS AND EX
STUDENTS OF ALL PROGRAMS**


***FULL TIME JOB With
ZAK EXHIBITIONS AND
CONFERENCES***

Job Details are as follows:

Company Name And Web Site	Zak Exhibitions & Conferences https://zakgroup.com
Position	Executive – Operations
Qualification	3rd Year, Post Graduate Students & EX-Students of ALL programs
Location	603, 6th Floor, Atlanta Estate, Mulund–Goregaon Link Road, ITT Bhatti, Hanuman Tekdi, Goregaon, Mumbai, Maharashtra 400063
Stipend	Rs. 2.5 TO 3.5 LPA
Working Days and Time	Monday to Friday (9 hours) and Saturday (4.5 hours)
Mandatory skills	Good written and Fluent English communication skills
Roles and Responsibilities of Operational Executives	<ul style="list-style-type: none"> • Procuring data from various sources and managing data processing and storage • Conducting effective tele-calling by understanding client needs and aligning them with the company’s offerings • Updating client addresses from LinkedIn or official websites • Completing and enriching existing client information • Verifying details in the current client database • Performing other duties as assigned by the Reporting Manager
How to Apply	You are required to apply by filling the details on link: https://forms.gle/fzdxP3f4TKfRAgz78 Latest by WEDNESDAY, 5th JUNE, 2025 till 11 AM



(Vice-Principal)



(I/C Principal)

