

JOB DESCRIPTIONS

TELE-CALLER POSITIONS (English or Malayalam or Hindi)

Key Responsibilities

- Undertake and execute core responsibilities aligned with the Tele-Calling / Business Operations role.
- Complete a **mandatory minimum of 90 to 120 cold calls per day**
- Support real-time client coordination, documentation, and reporting as directed.
- Maintain accurate CRM updates and handle communication follow-ups efficiently.
- Revenue Generation by our IT services deal closing

Eligibility Criteria

- 0 to 2 years of experience in Sales, Business Development, or Tele-Calling.
- Strong English or Malayalam or Hindi communication skills
- Logical and creative thinking abilities with willingness to work across multiple departments.
- Hardworking, smart, adaptable, and flexible to work in different shifts.
- Target-oriented mindset with strong self-motivation and a strict focus on revenue.

Benefits

- Salary ranging from **₹8,000 – ₹15,000 per month** (target-based structure) + **Incentives**.
- **Salary is strictly performance-based**, calculated on target achievement and productivity.
- A **6-month breathing period** will be considered for performance stabilization.
- Attractive performance-based incentives.
- Fixed salary of **₹2.5 – ₹5 LPA** post 6 months conversion.

Note: You are advised to go through the joining procedures mentioned in the last page of this file.

JOB DESCRIPTIONS

TEAM LEADER POSITIONS

Key Responsibilities

- Complete a **mandatory minimum of 60 to 90 cold calls per day** while leading the team by example.
- Monitor team performance, productivity, and achievement of departmental targets.
- Strategically plan and execute business development initiatives for the team.
- Prepare comprehensive reports and documentation for management review.

Eligibility Criteria

- Must be above 25 years of age with 2–5 years of experience in Sales or Leadership roles.
- Strong English communication and interpersonal skills.
- Leadership skills with the ability to manage, mentor, and motivate a team.
- Hardworking, smart, and proactive in business execution.
- Target-driven and strictly focused on team productivity and revenue.

Benefits

- Salary ranging from **₹15,000 – ₹25,000 per month** (target-based structure) + **Incentives**.
- **Salary is strictly performance-based**, calculated on target achievement and productivity.
- A **6-month breathing period** will be considered for performance stabilization.
- Attractive performance-based incentives.
- Fixed salary of **₹3.5 – ₹5 LPA** post 6 months conversion.

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HR EXECUTIVE INTERN POSITIONS

About the Role

We are looking for a motivated **HR Executive Intern** to support our Recruitment Team. This internship offers hands-on experience in **end-to-end recruitment processes** and talent acquisition. This is a 2-month unpaid internship. Based on performance, selected candidates will be considered for a **paid internship opportunity** after 2 months.

Key Responsibilities

- Source and screen candidates specifically targeting BBA/MBA talent pools
- Conduct **initial HR screening calls** to evaluate eligibility, communication skills, and overall fit
- Maintain candidate database and recruitment tracker
- Schedule interviews and coordinate follow-ups with candidates

Required Skills

- Strong **communication and interpersonal skills**
- Basic understanding of HR and recruitment processes
- Good **organizational and time-management skills**
- Proficiency in **MS Office / Google Sheets**
- Ability to work **8 hours/day** in a target-driven environment

Eligibility

- Only **freshers any degree or MBA students** can apply
- Strong interest in **corporate recruitment and talent acquisition**

What You Will Gain

- Hands-on exposure to corporate recruitment
- Internship Certificate and Management skill training
- Practical experience in sourcing, screening, and interviewing candidates
- Opportunity to convert into a **paid internship** based on performance

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DIGITAL MARKETING INTERN POSITIONS

We are looking for a passionate **Digital Marketing Intern** to support our marketing and branding initiatives across multiple platforms. This internship provides hands-on experience in **digital marketing campaigns, SEO, social media management, and online lead generation** for our IT services and business solutions.

This is a **2-month unpaid internship**. Based on performance, selected candidates will be considered for a **paid internship opportunity after 2 months**.

Key Responsibilities

- Assist in planning and executing **digital marketing campaigns** across various platforms.
- Manage and update **social media accounts**, including posting content and engaging with the audience.
- Support **SEO activities**, keyword research, and website optimization.
- Assist in **content creation** including blogs, social media posts, and marketing materials.
- Monitor digital marketing campaigns and prepare **performance reports and analytics insights**.
- Coordinate with the business development team to generate **online leads for IT services**.
- Assist in maintaining marketing databases and campaign tracking sheets.

Required Skills

- Basic understanding of **Digital Marketing concepts (SEO, SEM, Social Media Marketing, Email Marketing)**.
- Strong communication and creative thinking abilities.
- Basic knowledge of **content writing and online marketing tools**.
- Good analytical and problem-solving skills.
- Proficiency in **MS Office / Google Sheets / Social Media Platforms**.
- Ability to work **8 hours/day in a target-driven environment**.

Eligibility

- Only **freshers, any degree students, BBA/MBA, or Digital Marketing course students** can apply.
- Strong interest in **Digital Marketing, Branding, and Online Business Growth**.

What You Will Gain

- Hands-on exposure to **real-time digital marketing projects**.
- Internship Certificate and **Digital Marketing skill training**.
- Practical experience in **SEO, Social Media Marketing, Campaign Management, and Lead Generation**.
- Opportunity to convert into a **paid internship or direct employment based on performance**.

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JOB DESCRIPTIONS

INTERNATIONAL BUSINESS EXECUTIVE POSITIONS

Key Responsibilities

- Undertake and execute **international business development responsibilities** for global IT services.
- Identify and connect with **international clients through cold calling, LinkedIn outreach, and email campaigns.**
- Complete a mandatory minimum of **70 to 100 international client outreach attempts per day.**
- Coordinate with internal teams to prepare **proposals, presentations, and service quotations.**
- Manage **international client communications, follow-ups, and negotiations.**
- Maintain accurate **CRM updates and documentation of international leads and prospects.**
- Generate revenue by **closing international IT services deals and partnerships.**

Eligibility Criteria

- **0 to 3 years of experience** in International Sales, Business Development, or Client Relationship Management.
- Strong **English communication skills (mandatory)** with the ability to interact with global clients.
- Knowledge of **international business practices and corporate communication.**
- Logical thinking with strong **problem-solving and negotiation skills.**
- Hardworking, adaptable, and willing to work in **flexible shifts aligned with international time zones.**
- Target-oriented mindset with strong **focus on revenue generation and global business expansion.**

Benefits

- Salary ranging from **₹15,000 – ₹30,000 per month (target-based structure) + Incentives.**
- Salary is **strictly performance-based**, calculated on target achievement and productivity.
- A **6-month breathing period** will be considered for performance stabilization.
- Attractive **performance-based incentives for international deal closures.**
- Fixed salary of **₹7 – ₹12 LPA post 6 months conversion.**

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JOINING PROCEDURE

After successfully clearing all 3 rounds of the Interview process:

Step 1 – Internal Documentation

- Document signing and submission.

Step 2 – Original Certificate Submission (Not Mandatory for HR Executive position)

- **Mandatory** submission of one original educational certificate as per company policy.

Step 3 – Offer Letter Issuance

- The Offer Letter will be issued after verification of documents and certificates.

Step 4 – Mandatory Pre-Onboarding Training

- **30 Hours / 4 Days** structured training.
- Formal on-boarding will be confirmed only after successful completion of training.

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