




Shri Ramasamy Memorial University, Sikkim

5th Mile, Tadong, East Sikkim – 737102

Placement & Training Cell

Date: 24.03.2018

PLACEMENT DRIVE NOTIFICATION

Company	27	 www.mavenindia.org
Job Title	i. Customer Care Executive, ii. HR – Executive, iii. Administration Executive	
Eligible Degrees / Branches	Graduation any stream or branch	
Eligibility Criteria	Good Communication Skill, Smart, Active Mind and Flexible with Rotational Shifts	
Job Location	Kolkata, India	
Compensation (CTC)	10K to 15K p.m.	
Roles & Responsibilities	i. Customer Care Executive - Handling International Clients ii. HR Executive – Joining Formalities, Payroll Management and Employee Engagement iii. Administration Executive – Vendor Management, MIS, Office Administration	
Other Desired Skills / Competencies	-	
Recruitment Process	Personal Interview	
Date & Time of Interview	6 th April 2018 at 9.00 am	
Venue	SRMUS	
Documents Required	10 th , 12 th , Graduation Mark Sheet/Pass Certificate, Aadhar Card & Pan Card. Resume (Hardcopy), 2 passport size photograph.	
Type of Interview	Campus Interview	
How to Apply?	Register with the Placement & Training Cell.	

Prepared by

Placement Associate

Chief Placement Officer