



**Bharati College**  
University of Delhi



## OPUS

Training and Placement Cell

### Internship Opportunity



#### Profiles

- Finance
- Public Relations
- Marketing

#### Duration

2 Months

#### Mode of Internship

Work from Home

#### Selection Procedure

- CV Shortlisting
- Personal Interview

#### Eligibility

- All Courses, All Years
- Bharati College Students



*Last date to register -  
8th May 2021, 12 noon*



OPUS Training and Placement Cell



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# Job Description

## FINANCE

### **Roles and Responsibilities**

- Database Management
- Inventory Update Management
- Coordination with Finance Assistant Managers
- Deal Negotiations with SMEs
- Preparing database of prospective vendors
- Raising sponsorships for PR projects

### **Skills Required**

- People oriented and results driven
- Knowledge of database and inventory management.
- Ability to architect strategy along with leadership skills
- Negotiation and organizational skills
- MS Excel (Functions and Formulas)
- Competence to build and manage interpersonal relationships



# Job Description

## PUBLIC RELATIONS

### **Roles and Responsibilities**

- Connecting with organizations & maintaining good relations
- Connecting with various SME businesses & brands
- Executing a lot more fun tasks alongside
- Developing leads with small & large media houses
- Engaging and developing links with Micro, & small influencers
- Carrying work with businesses of which the firm is a member

### **Skills Required**

- Initiative
- Excellent interpersonal skills
- Good IT skills
- Presentation skills
- Awareness of different media agendas
- Excellent communication skills
- Ability to prioritise and plan effectively



# Job Description

## MARKETING

### **Roles and Responsibilities**

- Developing strategies to boost the company's reputation
- Deploying marketing campaigns from ideation to execution
- Prepare content to maintain social media platforms of the firm
- Coordinate with our creative teammates
- Maintain the marketing calendar of the various platforms
- Communicating productively with management
- Regularly provide feedback gained from social media monitoring

### **Skills Required**

- Storytelling ability
- Creative thinker
- Basic knowledge of digital content creation apps like Canva
- Strong time management and organizational abilities.
- A sense of aesthetics and a love for witty communication.
- Aware about latest trends and practices in online marketing

