



BHARATI COLLEGE

University Of Delhi



OPUS

Training and Placement Cell

INTERNSHIP OPPORTUNITY



INTERNSHIP PROFILES

- **Research**
- **Human Resources (HR)**
- **Excel and Research**
- **Designing**
- **Advertising Communication**
- **Media Communication**
- **Marketing**
- **Marketing Communication**

DURATION

1 Month

ELIGIBILITY

- **All Courses, All Years**
- **Bharati College Students**

MODE OF WORK

Work From Home

SELECTION PROCEDURE

- **CV Shortlisting**
- **Telephonic Interview**

INCENTIVES

- **Certificate of Internship**
- **Letter of Recommendation**



Deadline

**6th October
2021, 12 Noon**



OPUS Training and Placement Cell



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JOB DESCRIPTION

RESEARCH

Requirements

- Eager to learn and work with a multitude of people.
- Knowledge of research methods.
- Excellent verbal and written communication skills in Hindi and English specially.
- Proficiency in Microsoft Office.
- Ability to multitask.
- Cope well under pressure.
- Excellent time management skills.



Responsibilities

- Researching for projects and papers.
- Doing primary and secondary researches.
- Research and investigate information from a variety of research sources.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

HUMAN RESOURCES (HR)

Requirements

- Eager to learn and work with a multitude of people.
- Excellent verbal and written communication skills in Hindi and English specially.
- Proficiency in Microsoft Office.
- Ability to multitask.
- Cope well under pressure.

Responsibilities

- Maintain databases.
- Processing applications.
- Taking interviews.
- Shortlisting of candidates.
- Maintain spreadsheets.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.



JOB DESCRIPTION

EXCEL AND RESEARCH

Requirements

- Eager to learn and work with a multitude of people.
- Have relevant skills.
- Knowledge of research methods.
- Excellent verbal and written communication skills in English and Hindi.
- Proficiency in Microsoft Office.
- Ability to multitask.
- Cope well under pressure.
- Excellent time management skills.



Responsibilities

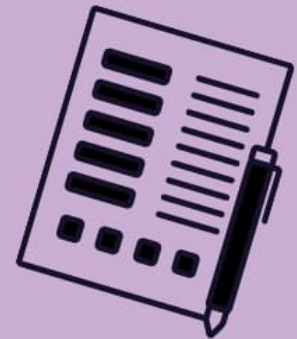
- Maintain databases.
- Use Excel functions to organize and analyse data.
- Researching for projects and papers.
- Research and investigate information from a variety of research sources.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

DESIGNING

Requirements

- Eager to learn and work with a multitude of people.
- Basic knowledge of layouts, typography, line composition, colour, and other graphic design fundamentals.
- Experience with InDesign, Adobe Photoshop, Illustrator and others.
- Strong creative and analytical skills.
- Excellent verbal and written communication skills in Hindi and English especially.
- Ability to multitask.
- Cope well under pressure.
- High sense of urgency.



Responsibilities

- Create and design print and digital materials.
- Designing posters and templates for the organization.
- Capture and create images and videos.
- Use graphic design software and work with a wide variety of media.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

ADVERTISING COMMUNICATION

Requirements

- Eager to learn and work with a multitude of people.
- Basic knowledge of layouts, typography, line composition, colour, and other graphic design fundamentals.
- Experience with InDesign, Adobe Photoshop, Illustrator and others.
- Strong creative and analytical skills.
- Excellent verbal and written communication skills in Hindi and English especially.
- Ability to multitask.
- Cope well under pressure.
- High sense of urgency.



Responsibilities

- Working on and assisting with activities related to marketing communication.
- Strategizing and figuring out outreach campaigns.
- Assisting in developing creative events and sales promotion.
- Designing and editing.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

MEDIA COMMUNICATION

Requirements

- Eager to learn and work with a multitude of people.
- Good analytical skills to be able to identify patterns of users and audience on various platforms.
- Must have a certain level of proficiency in Microsoft Office.
- Must be familiar with various media platforms.
- Excellent verbal and written communication skills in Hindi and English.
- Ability to multitask and cope well under pressure.
- High sense of urgency.
- Good writing skills



Responsibilities

- Working on and assisting with activities related to media communication.
- Strategizing and figuring out media campaigns and companies.
- Assisting in developing stories, writing case stories.
- Designing and editing.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

MARKETING

Requirements

- Eager to learn and work with a multitude of people.
- Solid understanding of different marketing techniques.
- Passion for the marketing industry and its best practices.
- Excellent verbal and written communication skills in Hindi and English specially.
- Proficiency in Microsoft Office.
- Ability to multitask.
- Cope well under pressure.



Responsibilities

- Fundraising.
- Creating awareness and spreading words about organization and events.
- Help organize marketing events.
- Lead generation.
- Assist in marketing and advertising promotional activities
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.

JOB DESCRIPTION

MARKETING COMMUNICATION

Requirements

- Eager to learn and work with a multitude of people.
- Good analytical skills to be able to identify patterns of users and audience on various platforms
- Must have a certain level of proficiency in Microsoft Office.
- Must be familiar with various social media platforms.
- Excellent verbal and written communication skills in Hindi and English specially.
- Ability to multitask.
- Ability to cope well under pressure.
- High sense of urgency.



Responsibilities

- Working on and assisting with activities related to advertising.
- Handling Public Relations and promotion of different events and campaigns.
- Creating awareness and spreading word about the organisation.
- Designing in the space of Social Media.
- Fulfil tasks set out by supervisors.
- Attend meetings and report work regularly.