



**Bharati College**  
(University of Delhi)



**OPUS**  
TRAINING AND PLACEMENT CELL

## **Placement Opportunity**



- Company:** IMS Pro School ([www.proschoolonline.com](http://www.proschoolonline.com))
- Profile:** Executive – Marketing
- Eligibility:** Third Year Bharati College Commerce students
- Job Responsibilities:**
- Generating leads/Walk –in at Proschool Training Centre.
  - Cold Calling, Calling on assigned leads, Database calling.
  - Visiting colleges, corporates to create awareness about Proschool Programs.
  - Fixing & Taking appointments of concerned persons in colleges and corporates.
  - Assisting in all sales and marketing activities of the company.
  - Answering basic program related enquiries- telephonic, emails or by any other mode.
  - Capturing Student data in the MIS of the company.
  - Handling enquiries – walk - in, telephonic, emails or by any other mode.
  - Assisting in assigned pre-enrolment and post enrolment activities.
- Requirements:**
- Good communication & presentation skills
  - Functional knowledge of Excel & Word
- Package:** INR 15K-25K Gross Per Month
- Working Hours:** 6 days a week (Saturday and Sunday working); 8.5 hours a day
- Location:** Delhi
- Joining Date:** IMMEDIATE (Exam preparatory leaves will be provided)
- Registration Link:** <https://forms.gle/kyHHsgasHTyVr5dK7>
- Last Date for Application:** 23<sup>rd</sup> March 2022, 11:00 pm