



**Bharati College**  
(University of Delhi)



**OPUS**  
TRAINING & PLACEMENT CELL



## Internship Opportunity

- Company:** **Agile Capital Services ([www.agilecapitalservices.com](http://www.agilecapitalservices.com))**
- Profiles:**
- **Management Trainee- Marketing**
  - **Management Trainee- Finance & Marketing**
  - **Management Trainee- Marketing & HR**
- Eligibility & Responsibilities:** **II<sup>nd</sup> and III<sup>rd</sup> year students of B. Com (H), B. Com, & B.A. (Prog)– Economics**  
**(Refer JD for Details)**
- Stipend:** **Up to 20k (Subject to Performance)**
- Working Hours:** **6 Days per Week (10:00 am – 6:00 pm)**
- Mode:** **Hybrid**
- Location:** **Netaji Subhash Place, Delhi**
- Selection Procedure:**
- **CV Shortlisting**
  - **Personal Interview**
  - **Skill Evaluation**
- Registration Link:** **<https://forms.gle/CijssF3FnkUNMYXv6>**
- Last Date for Application:** **18<sup>th</sup> February 2024, 11:00 pm**

# JOB DESCRIPTION

## MARKETING

- Need benefit analysis (Experience in all stages of the Business Development process, Sales analysis and Prospecting)
- Marketing Research (Research prospects in targeted markets, and clients Procurement through networks, negotiations and deliberations)
- Analyse data
  - o (Compile and analyze statistical data collected through current and old methods.)
- After Sales Services (Collaborate with the sales team to ensure requirements and After sales services are met)
- Client Acquisition (Making daily sales records and managing client's portfolio, Process of interacting with customers to determine a business's objectives, Discuss client price and forecasting sales revenue.)
- Competitors Analysis (Perform market analysis and research on competitors and Develop strategies and reports to find the competitive edge, Maintain full knowledge of market trends, external research, and best practices.)

## FINANCE

- Sector Knowledge (understanding tax calculation and knowledge of financial sector)
- Managing Portfolio (understanding clients financial needs and managing documents and recommendations for both new and current clients)
- Analysis (fundamental analysis of Financial Statements, portfolio risk analysis research, comparative analysis of portfolio, assist with portfolio analysis and proposed strategy creation)
- Financial Research (Keep track of the changing trends in business processes, ensuing competition and new & changing regulatory policies to protect investors' interests. Conduct research-based due diligence financial reports and statements. Conduct research and create specific financial models to enhance business development.)

## HUMAN RESOURCE

- Understanding Basics (Understanding CTC calculations, Roles and responsibilities of Human Resource, Business Communication, Types of Interviews, Employee Value Proposition, Conflict Management)
- Talent Acquisition Profile (Creating job descriptions, and posting job opening, Responsible for handling complete recruitment cycle, Scheduling Interviews, Resume screening, shortlisting and familiarizing with onboarding processes)
- Backend Process (Completing documentation, Generating Offer letters through portal, Getting confirmations for the on-boarding process.)
- Research (Training and development to Improve engagement activities, Analyze competitor's practices and make recommendations to management, Compiling reports of data results and articulating them.)