

Archetive Solutions Private Limited

(Full-Time Opening for Batch 2018-2021)

Company: Archetive Solutions Pvt. Ltd. is a Y-generation technology driven ITeS Company, which derives great strength from rapid paced growth achieved by its achievers since its inception almost 2 years ago. The Overall expertise that they have in their Line of Business in various forms and Size is of 8+ strong years. They are looking forward towards achieving paradoxical blend of expertise and new found zeal to deliver to their clients and beyond. They provide E-Data Processing, analysis, reporting and forecasting Services to their clients who are into Asset Management is US.

Their Off-shore Delivery Centers are based out of Kolkata and Chennai.

Desired Candidate Profile:

- Candidates with excellent written and oral communication skills, judgment and decision making skills.
- Should be flexible to work in night shifts.
- Candidate should be from BBA Stream Only.
- Candidate should have his/her own Laptop, so that we could carry out the Evaluations.

Shift: Night Shift

Location: Kolkata

Role: Associate (Non-technical)

Responsibilities:

- As an Analyst, selected individual will be responsible for managing the complete life cycle of the order, starting from receiving the orders, assigning them to the composition team, monitoring the execution and ensuring that the end product is delivered in a timely manner with highest quality.
- Selected Individual will be responsible for performing feasibility checks providing estimates with suggestions for projects that are current and in pipeline. Multitasking will be an essential quality for this job role and should be a proactive problem solver who would understand and properly interprets the clients' requirements and track the order system.
- Job role will involve but not limited to back office operations, analysis, and email or phone communication with Vendors and Client.
- Multitasking will be an essential requirement for this job role.
- Candidate should be a proactive problem solver who would understand and properly interpret the clients requirements and track the order system.
- Exceptional handling of MS Office Suite, CRM & Web Based Applications with competent handling of phone calls and emails is required.

Salary: INR 2,00,000 - 3,00,000 P.A. Fixed Salary (Depend on your interview performance) Plus Quarterly Incentives.

All those interested to apply should mail their name mentioning your roll no and section. Last date to submit your name is 24th February 2021.

Mangala Tamang Chakrabarti
Placement Department
J. D. Birla Institute
(Dept.of Management)
Date: 19th February, 2021