

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
Placement Drive : Kyocera CTC Precision Tools Pvt. Ltd.

Notice No. : AJU/T&P/UG/19-20

Date : 24/01/2020

COMPANY PROFILE SUMMARY

KYOCERA CTC Precision Tools Pvt. Ltd. (KCPT) is a joint venture of KYOCERA Asia Pacific Pte. Ltd and CTC (India)

- **NAME OF ORGANIZATION** : Kyocera CTC Precision Tools Pvt. Ltd.
- **PAYROLL COMPANY** : Vendor of KCPT
- **JOB TITLE/ROLE** : Front Office
- **JOB TITLE/ROLE** : Jamshedpur
- **ELIGIBLE COURSES** : BCOM / BA (English)
- **AGE CRITERIA** : 20 to 25 Years
- **GENDER** : Male
- **SALARY (YEARLY)** : INR 1.80 Lakhs
- **NO. OF OPENING (s)** : 01
- **JOINING PERIOD (If Selected)** : Immediate

JOB REQUIREMENT

- Good Communication Skill
- Computer Knowledge
- Handling Telephone calls
- Attending the Guests and Visitors coming to meet Company people

SELECTION PROCESS

- Shortlisting of Resumes by HR
- Face to Face Interview by HR

PROCESS OF REGISTRATION

- E-mail your nomination to placements@arkajainuniversity.ac.in
- Subject line of your E-mail must be mentioned as "RESUME_KYOCERA".
- Resume must be in the MS Word format. Resume file name must be student's own name.
- Resumes in any other format will be rejected.
- Submission of resume in prescribed format should be done before 11:00 am, 25th January 2020.
- Coordinating Placement Officer : Shashi Kant (WA No. – 9572832227)

Sd/-



HEAD – TRAINING & PLACEMENT