

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY @**  
**RADHIKA'S RIDDHI DIAMONDS**

**NOTICE NO.:** AJU/T&P/UG/0041/22-23

**DATE:** 14/02/2023

**NAME OF COMPANY:** RADHIKA'S RIDDHI DIAMONDS

**PAYROLL COMPANY:** RADHIKA'S RIDDHI DIAMONDS

**Registrations will close at 8:00 am, Thursday  
16th February 2023.**

**COMPANY PROFILE:** Riddhi Diamonds Fine Jewelry is a leading online store. They provide an unparalleled selection of quality products, an easy shopping experience, expedited shipping offers, and exceptional customer services. They have been working tirelessly to expand their product offerings and make their customers' experience even better. They remain committed to perform even better. Their collections are carefully selected. Delivery options and payment methods are generous and flexible.

**WEBSITE:** <http://www.riddhidiamonds.in>

**DESIGNATION OFFERED:** Customer Sales and Social Media Specialist

**COURSE ELIGIBLE:** BBA, [B.COM](#) & BCA

**GENDER ELIGIBILITY:** Male & Female

**ELIGIBLE PASSING YEAR:** 2023

**STIPEND:** CTC INR **1 Lakh – 1.5 Lakh** + additional incentives for the sale of diamond jewelry from personal acquisitions.

**WORK LOCATION:** Bistupur, Jamshedpur

**MODE OF SELECTION:** Personal Interview

**TENTATIVE DATE OF JOINING:** Immediate

**TENTATIVE DATE OF DRIVE:** 17th February 2023

### **ROLES & RESPONSIBILITIES:**

- The candidate will be responsible for operating computer systems, responding to customer inquiries, creating and maintaining customer profiles, and providing solutions to meet customer expectations.
- The role also requires excellent communication skills, strong sales and customer service abilities, and a passion for the jewelry industry.
- The successful candidate will receive a competitive salary and benefits package.
- Respond to customer inquiries via phone, email, and chat in a professional and timely manner.
- Provide in-store customer support, including product demonstrations and sales.
- Operate computer systems and software programs to manage customer orders and inventory.
- Manage and update company's social media accounts to ensure a consistent and positive online presence.
- Collaborate with customers to understand their needs and provide solutions to meet their expectations.
- Create and maintain customer profiles and documentation of customer interactions.
- Utilize customer feedback to identify areas of improvement and make recommendations to the management team.
- Assist with customer engagement activities and events to promote brand awareness and customer loyalty.
- Continuously improve knowledge of company products and services to better serve customers.
- Achieve a minimum of 5 new customer acquisitions per month from your side


### **PROCESS OF REGISTRATION:**

01. Interested students need to register on the link given below, click on the link below or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

**<https://forms.gle/DTXkFoEZuzo9Xi7u9>**

02. Students registered with the T&P Department for placements are only eligible.
03. Already placed & debarred students are not eligible.
04. Updated list of debarred students is available with the respective Faculty Coordinators.
05. Please note that it is mandatory to submit the above form to nominate successfully.
06. The form can be submitted only once, thus please be cautious while filling up the form.
07. The Resume File name must be the student's own name.
08. Registration will close at 8:00 am, Thursday 16th February 2023.
09. One student can Register only once, thus be cautious while registering.
10. Please Note: The Registration process will automatically turn off after the provided deadline.
11. You are advised to read & understand the disclaimer below before applying for this opportunity.
12. For queries you may write a mail to [placements@arkajainuniversity.ac.in](mailto:placements@arkajainuniversity.ac.in).

Sd/-



HEAD – TRAINING & PLACEMENTS

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore, students are strictly advised to read and clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.