

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
PLACEMENT OPPORTUNITY@ SUGGAA VENTURES PVT LTD

NOTICE NO.: AJU/T&P/PG/0014/23-24

DATE: 24/01/2024

NAME OF COMPANY: Suggaa Ventures Pvt Ltd

PAYROLL COMPANY NAME: Suggaa Ventures Pvt Ltd

Registration will close at 4: 00 pm 25th January 2024

COMPANY PROFILE:

Suggaa Ventures Private Limited is a Private incorporated on 03 February 2020. It is classified as a Non-govt company and is registered at the Registrar of Companies. Suggaa is an online cab aggregator service with focus to provide safe and comfortable rides for customers and provide best in class earnings and savings opportunities to driver partners.

DESIGNATION: Marketing Administrative Assistant

JOB LOCATION: Jamshedpur, Jharkhand

About the Role:

The Marketing Administrative Assistant will play a pivotal role in supporting the marketing team. This position requires a highly organised, detail-oriented individual who excels in a fast-paced environment.

KEY RESPONSIBILITIES

- **Administrative Support:** Managing schedules, organising records, and scheduling meetings.
- **Coordination of Marketing Materials:** Assisting in the preparation and distribution of materials.
- **Event Support:** Organising marketing events, including vendor coordination and on-site assistance.
- **Data Management:** Maintaining and updating marketing databases.
- **Budget Tracking:** Monitoring the marketing budget and tracking expenses.
- **Communication Support:** Drafting correspondence and creating presentations.
- **Market Research Assistance:** Compiling data and generating reports on industry trends.
- **Liaison Role:** Acting as a bridge between the marketing department and other company departments.

ELIGIBLE PASSING YEAR: 2024

GENDER ELIGIBLE: Both Male & Female

ELIGIBILITY: MBA

REMUNERATION OFFERED: CTC INR 3.4 LPA to INR 4.5 LPA

SELECTION PROCESS: Interview

PROCESS OF REGISTRATION:

01. Interested students need to click on the below link 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 successful

<https://forms.gle/echjjNH5mk9LxQVV7>

02. Students registered with the T&P Department for placements are only eligible.

03. Please note that it is mandatory to submit the above form to nominate successfully.

04. The form can be submitted only once, thus please be cautious while filling up the form.

05. The Resume File name must be the student's own name.

06. Registration will close at 4: 00 pm 25th January 2024

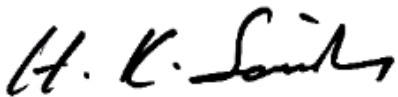
07. One student can Register only once, thus be cautious while registering.

08. Please Note: The Registration process will automatically turn off after the provided deadline.

09. You are advised to read & understand the disclaimer below before applying for this opportunity.

10. For queries you may WhatsApp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

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 clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.