

On-Site Recruitment for the Post of BACK OFFICE Candidate at TECHNO CONSULTANT, Kolkata.

- Name of the Organisation** : **TECHNO CONSULTANT, Kolkata.**
(Website : www.technoconsultant.online)
- Job Description** : The Candidate will be responsible for the following :
(a) Sending mailers from database
(b) Sending quotation to clients for Training Services
(c) Follow up for quotation & signing contracts
(d) Visit to clients for bringing enquiries, signing long term agreements
(e) Tender participation related to training services
(f) Overall responsible for increasing business, team & revenue
- Job Location** : **Kolkata, Sodepur.**
- Salary** : **Rs.1.5 LACS per Annum ; PF & ESI is inclusive.**
- Skills Required** : The candidate must have good communication skills in English, go-getter & ready to take challenging assignments with good knowledge of computer (MS Office)
- Qualification** : Those who have appeared in the Final Year Examination in the Year 2023
- Interview Date & Time** : **25th August, 2023 at 11:00 AM**
- Venue of the Interview** : Office of Techno Consultant, Kolkata :
**C5, Kumud Abasan, 1st Floor, Iswar Chatterjee Road,
No 3, D. B. Nagar. Kolkata- 700115**
RAJA ROAD STOPPAGE AT BT ROAD
**Take road towards Sodepur station. 2-3minutes walking.
Kumud ABASAN, 1St floor, Flat C5**
- Documents to Carry** : CV & copy of last semester result (i.e Semester 5 Result)
- Interview Process** : Face to face interview with general questions answers

Process of Applying
(BOTH Step-1 & Step-2 are MANDATORY)

STEP – 1 : Interested students need to mail CV in .PDF Format to : devdeepta@gmail.com

Subject of email : “Application from Barrackpore Rastraguru Surendranath College for the Post of BACK OFFICE Candidate”

Step – 2 : Interested students are requested to fill-up the Google Form using the Link **before 23/08/2023** :

<https://forms.gle/8szM8ym5HsUkAagN8>

Sd/-
Principal
Barrackpore Rastraguru Surendranath College