



NETAJI NAGAR DAY COLLEGE

(Under Graduate & Post Graduate Institution)

Affiliated to University of Calcutta

Accredited by NAAC (B⁺)

170/436, N.S.C. BOSE ROAD

REGENT ESTATE – KOLKATA - 700092

Ref. No.....

Date: 29.02.2024

NOTICE

It is hereby notified that the Career Counselling & Placement Cell of the College in association with Mukti is going to organize a Campus Recruitment Programme on 06.03.2024 from 12.30 p.m. in Commerce IT Lab., for the students of M.Com. Final Semester and those who have completed M.Com. in 2022 and 2023 from this College. Interested students are requested to be present with all original testimonials at 12:30 p.m.

The job description and requirements are annexed herewith as received through email.

(Dr. Sonali Banerjee Jash)

Principal

Netaji Nagar Day College

Principal

Netaji Nagar Day College

Kolkata- 700 092



NETAJI NAGAR DAY COLLEGE
<netajinagardaycollege@gmail.com>

Request for campus drive

Monami Mitra <monami.mitra@muktiweb.org>

Sat, Feb 17, 2024 at
6:46 PM

To: Sonali Banerjee Jash <netajinagardaycollege@gmail.com>

Cc: Pranjal Chakrabarti <pranjalchakrabarti0@gmail.com>

Dear Ma'am,

Greetings from MUKTI!

Hope this mail finds you in good health and spirit. Ma'am if you could remember that we organised a campus drive at your college on 23rd February last year. Two of your students from that drive are presently working with us.

Presently we are in need of M.Com freshers for Management Trainee position. So we would like to request you if you could allow us to organise a campus interview like last time then it will be helpful for us.

I am attaching herewith the JD for your reference.

Thanks & Reagrds
Monami Mitra
MUKTI



Management Trainee (3).docx

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Duties and Responsibilities

- Drive daily operations and service of the concerned area of business
- Develop and maintain positive working relationships with all key stakeholders
- Supervising and monitoring the staff members.
- Helping Managers in completing day-to-day activities.
- Participating in training, workshops, and meetings.
- Performing administrative duties as and when required.
- Planning the work output with the Manager of the organization.
- Ensure correct and timely reporting
- Communicate effectively with all staff members
- Keeping a track of the organizational revenue and loss.
- Traveling to various offices of the company as and when needed.
- Providing support to various departments of the organization.
- Complying with the company's rules and regulations.

Requirements and Qualifications

- A minimum of a Master's degree in Business, Management, Commerce, is preferred
- Freshers
- Positive attitude with an open to learn
- Proficiency in MS Office Tools
- Knowledge of current industry trends
- Effective communication & interpersonal skills
- Excellent verbal and written communication skills
- Must be innovative
- Strong problem-solving skills
- Ability to work in a team environment
- Strong leadership and analytical skills
- Ability to work under pressure and minimal supervision
- Ability to manage and handle multiple tasks.
- Willingness to travel and work overtime hours

A remuneration of around Rs 15000-20000 pm will be offered depending on skills and qualities.