



**NOTICE**

Date: 14th October, 2022

**PLACEMENT CELL**

All the **M.Com, Second and Third Year students of Degree and SFC** are hereby informed that for the current academic year 2022-2023, **SB Technologies** is seeking a reliable and detail-oriented person to join them as interns for the post of **Business Executive**.

**Job Description:**

- **Designation** - Interns for the post of Business Executive
- **Shift timings** -Flexible Shifts (6 hours)
- **Salary** – Rs. 5,000 per month (Stipend)
- **Work location** – Malad West

**Our most successful candidates will have:**

- Excellent oral and written communications skills
- Business analytical and problem solving skills
- Should have thorough knowledge of the MS office tools (expertise in working with MS excel)
- Maintain high level of expertise, soft-skills, and telephone etiquette skills
- Ability to provide quality customer support via telephone/mail/chat and provide resolution as per policy
- Good written and verbal communication skills (English, Hindi & Marathi)
- Strong commercial acumen

**Interview would be held on 15th November, 2022**

**Requesting the interested students to register themselves on or before 22nd October, 2022 by 06.00 PM.**

Kindly register yourselves through the link: <https://forms.gle/M4cuvsTpv7rhWg3D6>

**Interview would be held on 15th November, 2022**

Prof. Subhashini Naikar  
Placement officer

**DI/N-STD/GEN/00**

Dr. Kiran Mane  
I/C Principal