



## Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

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Website: [www.scdl.net](http://www.scdl.net)

Dear Sir/Madam,

Kindly fill up the below format for our ready reference.

<b>Brief about the Company</b>	<b>Company Name:- Ubisoft Entertainment India Pvt Ltd</b> Ubisoft is a leading creator, publisher and distributor of interactive entertainment and services, with a rich portfolio of world-renowned brands. The teams throughout Ubisoft's worldwide network of studios and business offices are committed to delivering original and memorable gaming experiences across all popular platforms. Ubisoft Pune is proud to be one of the most creative video game studios in India. The studio was established in in 2008 and today it's becomes more than 600 talented employees ranging many areas of expertise and growing unit which specializes in console and mobile game development, quality control and web services. We favor diversity, creativity, drive and team spirit. If you've got the skills and the desire to succeed, we want you to be a part of this exciting period of growth.
<b>Current Opening (Designation)</b>	<b>HR Intern</b>
<b>Profile of the Candidates</b>	<b><u>Designation:</u></b> HR Intern <b><u>Department:</u></b> Human Resources <b><u>Job summary:</u></b> <ul style="list-style-type: none"><li>• Employee relation</li><li>• HR Administration</li><li>• Recruitment</li></ul> <b><u>Responsibilities:</u></b> <ul style="list-style-type: none"><li>• <b>Employee Relation</b><ul style="list-style-type: none"><li>✓ Joining formalities/Induction</li><li>✓ Documents to be collected and appointment letter to be issued;</li><li>✓ Creation and sending of Birthday Mailers, Welcome Note &amp; Other Employee related Mailers</li><li>✓ Exit Formalities</li></ul></li><li>• <b>HR Administration</b><ul style="list-style-type: none"><li>✓ Handling employee queries;</li><li>✓ Training co-ordination;</li><li>✓ Maintaining /updating personal files of employees.</li><li>✓ Handling Employee Attendance Monthly and giving input to payroll</li><li>✓ Maintaining and updating employee database</li><li>✓ Creation of employee documents – Offer letter,</li></ul></li></ul>

Appointment letter, Contract extension letters,  
Bonafide letters etc.

✓ The task assigned as when required.

• **Recruitment**

- ✓ Screening and sourcing profiles as per the desired requirements
- ✓ Well versed in handling Job Portals like Naukri, LinkedIn etc
- ✓ Cold Calling Job Seekers
- ✓ Interview co-ordination
- ✓ Follow-up/co-ordination with potential candidates.
- ✓ Assisting HR Manager for hiring across studio and closing the required requirements
- ✓ Maintaining database

**Qualification:**

- Preferably a Science Graduate with Master's degree in Human Resource Management.

**Competencies:**

- ✓ Reactive and pro-active person;
- ✓ Organized in terms of time management and work organization;
- ✓ Methodical;
- ✓ Attention to details;
- ✓ Patience;
- ✓ Open to self-improvement;
- ✓ Should be well convergent with MS Excel
- ✓ Teamwork abilities.

An ideal candidate is the one - who is ready to take up new challenges and thinks out of the box when it comes to role and responsibilities. We are looking for someone who is not only focused on routine work in HR but also strive and focused on developmental part of HR.

<b>Locations</b>	<b>Kalyani Nagar Pune</b>
<b>Number of Candidates</b>	<b>1 Vacant Position</b>
<b>CTC / Pay Package</b>	<b>15000 per month stipend</b>
<b>Date of Joining</b>	<b>Immediate</b>
<b>Selection Process &amp; Criteria</b>	<b>2 round of Face to Face Interviews</b>

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With Warm Regards,  
Enrollment Department.