



Symbiosis Centre for Distance Learning (SCDL)

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

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Dear Sir/Madam,

Please find details as required for opening in our organization –

Brief about the Company	Cosy Tree Rooms – Hospitality sector company – Managing Hotels, guest houses, service apartments in Noida (100+ Rooms) in partnership with OYOrooms. Plan is to expand the services across Delhi – NCR region. Room Soom – Hospitality sector company, deals in long term accommodation (on monthly basis), already have footprint in Noida (1500+ tenants) and planning to expand PAN India.
Current Opening (Designation)	Sales & Marketing executives/Managers/Consultants Law/Legal executives/consultants
Profile of the Candidates	<u>Sales & Marketing:</u> - <ul style="list-style-type: none">- Identify target segment, prepare different business plans / business promotion schemes- Meeting with various Corporates, Travel Agents, Training Centers, Institutes for accommodation services (short/long stay)- Digital marketing, managing leads through various internet sales portals, manage social media channels- Manage leads through phone calls, emails- Manage sales channel/partners- Study new markets/different cities and prepare launch plan- Fluent in English verbal/written communication, Presentation skills, Proposal writing, MS excel/office, computer, etc <u>Law/Legal Consultants / Executives :-</u> <ul style="list-style-type: none">- Prepare Policy and legal framework for operation in different states/cities/NCR regions in India- Prepare contracts and other documents as per business requirements (agreements, internal policies, etc)- Liaison with different govt agencies- Property acquisition support- Fluent in English verbal/written communication, Presentation skills, Proposal writing, MS excel/office, computer, etc
Locations	A-91, 2nd Floor, Sector-4 Noida – 201 301
Number of Candidates	10-12
CTC / Pay Package	12-15 K, Depend on performance in training period
Date of Joining	Immediate
Selection Process & Criteria	<ul style="list-style-type: none">- Face to face interview- Initial joining as trainee for first two month- Based on performance, move on to company's role- In training period Rs. 5000/- will be paid as monthly stipend and other field expenses will be reimbursed separately (Mobile, local conveyance, etc

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With Warm Regards,
Enrollment Department.