

## **NOTICE**

### **Campus Drive for 2017 Pass out Batch**

**IMPORTANT:** Students are requested to read out each & every detail in notice.

**Company:** Universal Hunt Pvt. Ltd. ([www.universalthunt.com](http://www.universalthunt.com))

**Venue:** MITS Ujjain- New Auditorium

**Date:** 12<sup>th</sup> Nov 16 **Reporting Time:** 09.00 A.M

**Branch & Criteria:** BE-CS/IT/EC/EX/CIVIL/ME having 50 % and above in 10<sup>th</sup>, 12<sup>th</sup> & BE. **Candidate should be educated throughout in English Medium**

#### **Skill Required:**

- Candidate should be exceptionally Sharp, Swift, Street-smart, Presentable with Excellent Written and Oral Communication skills in English and high grasping power.
- Should be very proficient in PC software packages of MS office as well as usage of internet.
- Excellent interpersonal and communication skills, both written and verbal, along with an ability to influence and motivate others.
- Possesses superior organizational skills. Is able to effectively manage multiple tasks and meet deadlines consistently
- Proactive and able to solve problems effectively and rapidly using excellent analytical skills

**Process:** PPT, Aptitude Test, Interview

#### **Designation:** **1. Business Consultant**

##### **Job Description:**

- Sourcing resumes from different job portals as per the requirement from client company
- Using networking in order to attract business from client companies
- Developing a good understanding of client companies, their industry, and their work culture and environment
- Completing a search of the candidate database to find the right person for the employer's vacancy
- Building relationships with clients
- Headhunting - identifying and approaching suitable candidates
- Briefing the candidate about the responsibilities, salary and benefits of the job in question
- Requesting references and checking the suitability of applicants before submitting their details to the employer
- Formatting resumes and correspondence to forward to clients in respect of suitable applicants.
- Organizing interviews for candidate as requested by the client
- Informing candidates about the results of their interviews
- Negotiating pay and salary rates and finalizing arrangements between client and candidates
- Offering advice to both clients and candidates on pay rates, training and career progression
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs
- Responsible for End to End recruitment consulting including Talent Search, Headhunting, Business Development and client coordination in India as well as international markets.

#### **2. Business Development Executive**

##### **Job Description:**

- For doing Business Development within the recruitment sector should maintain strong existing relationships.
- Exceptional Communication and Presentation skills both written and spoken. Commercial Acumen and Strong network of contacts.

- Work very closely with clients for identifying, analyzing, and resolving any complex management problems.
- Preparing business (consultations) proposals, discussing same with clients, and following up accordingly
- Strategize new opportunities for business acquisition and penetration with existing and new clients.
- Identifying the decision makers and decision influencers in the prospective companies.
- Contacting the decision makers and influencers and introducing the company offerings to them.
- Prepare presentation & proposals and coordinate with customer as well as company management.
- Analyze and provide accurate Marketing information to company management.
- Analyze the solutions & services the company has to offer to its customers vis-vis the competitors in the market.
- Achieve the HR Services sales goals and the milestones as set by the company.
- Capability mapping against the client processes.

**Job Location:** Ahmedabad, Gujarat

**Package:** Rs 2.0 LPA to 2.40 LPA

**About Company:** Universal Hunt serves more than 1000 international clients across all sectors and industries in more than 20 countries. We have clients in UK, Germany, Belgium, South Africa, Netherlands, Singapore, India, United Arab Emirates, Saudi Arabia, Bahrain, Oman, Qatar, Yemen, Libya, Tanzania, Kazakhstan, Tunisia, Jordan, Nigeria, Kenya and Malaysia, Uganda, Hong kong, Australia and many other countries.

Universal Hunt provides one stop solution to most of his clients by extending consulting services in all domains:--

**Engineering Consulting:** As an Engineering consulting firm we provide Comprehensive Planning and Design Engineering services encompassing Architectural & Civil Structural Designing; Designing for Electrical Power Distribution & Lighting Installations; Designing for Controlled Environment / HVAC; Utility Planning involving Steam, Compressed Air, Water and Effluent Treatment Plan and Rain Water Discharge; and General Services like preparation of tenders, bid evaluations and inspection of machinery. We provide our consulting services across sectors.

**Information Technology:** As an IT company we provide both products and services using various technologies and engagement models which suit the client interests. We are a product based company and not only a pure service company. We have successfully developed products like Power Hunt (Integrated Talent Management System), Sales CRM (Comprehensive module which works best for any industry or sector) etc. Our services include Application Development, Product Development, Application Maintenance and Support, Mobile Solutions, E-commerce solutions, Application Migration, Website / portal Development, Content Management System, Rich Internet Applications and Branding / Social Media Management Solutions.

**Human Resource Solutions:** Our HR Solutions include Executive Search, Corporate Training and Team Assessment Services. From Executive Search perspective, we not only identify and approach candidates based on assignments from clients but we also use reverse approach and design our business development methods to get assignments from clients where our candidates can be of best fitment.

**Investment Banking:** We leverage on our global network of strong relationships with owners of businesses from various industries and sectors and support them in mergers & acquisitions, strategic advisory services and funds syndication, to catalyze their growth plans by customizing unique financial and strategic solutions for their businesses. We not only understand our clients well financially but we have a unique understanding of clients culture due to long term association through Human Resource related services provided to them.

**Candidates are required to carry:**

1. 2 Copies of Resume & 2 Passports sized color photographs
2. **Original & Attested photocopies** of mark sheets & certificates from 10<sup>th</sup> onwards till qualifying exams
3. Original College ID card and Photo ID proof