



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 822

15th December 2023

Sub. Placement opportunity for BBA or MBA students of GGSIP University of the batch passed out in year 2023 in the company “Sunergeo India Corporation”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA or MBA students of GGSIP University of the batch passed out in year 2023 in the company “Sunergeo India Corporation” for your reference and circulation to students to apply on given link by **17th December 2023**:

Registration Link – <https://forms.gle/XzKRUpMNNjoXyRj28>

Name of Company – Sunergeo India Corporation

Role – HR Recruiter

Eligibility – MBA or BBA students of 2023 passed out batch or earlier batches.

Job Location – RDC, Ghaziabad

Office Timings - 10 AM to 6 PM

No. of opening – 2

CTC Offered – INR 3.0 lpa + Performance based incentives

Bond – 1 Year

NOTE – Candidate must have own laptop and immediate joiners (preferred)

Job Description – Attached

LAST DATE FOR REGISTRATION IS 17th December 2023.

(Dr. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University



304, Ansals Shivam Tower RDC, Rajnagar, Ghaziabad, Uttar Pradesh – 201001 |
Email: info@sunergeoindiacorporation.com | Website: www.sunergeoindiacorporation.com

Human Resource Recruiter

About Sunergeo India Corporation -

Sunergeo India Corporation is a premium recruitment consultant in Delhi NCR. We use a unique mix of analytics and assessments to help companies find professionals best suited for them. Serving over 50 companies and 1000+ candidates in the Delhi NCR area, we provide the most comprehensive and accurate placement consulting services in the Delhi-NCR region.

According to a latest newspaper report, a majority of the companies in industries like Finance, Telecom and Retail can't find qualified and right candidates on their own but have open job vacancies in double digits. So, companies across Delhi rely on premium recruitment consultancies like Sunergeo India Corporation and locate the right candidate quickly.

Job Description -

- Support the human resources (HR) department and personnel.
- Designing and updating job descriptions.
- Advertise job openings on company's careers page, social media, job boards and internally
- Sourcing potential candidates from various online channels (e.g. social media and professional platforms) as per the job requirement.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person)
- Do line-ups and make sure to convert into turn-ups.
- Provide shortlists of qualified candidates to hiring managers
- Co-ordinate with team members and take the follow-ups with candidate.
- Work till the successful closure you do.
- Maintain daily and weekly reports.





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Job Specification -

- A genuine interest in developing a career in HR.
- Strong verbal and written communication skills.
- Strong administrative and organizational skills.
- The ability to act in a confidential and sensitive manner.
- An interest in working with people.
- Be confident about gathering facts and making financial calculations.
- The ability to work accurately, with good attention to detail.

Office Timings - 10 AM to 6 PM

Location - RDC, Ghaziabad

No. of opening – 2

Academic Qualifications – MBA Pass out or Any Graduate

Offer – 3 lpa + Performance based incentives

Bond – 1 Year

NOTE – Candidate must have their own laptop and immediate joiners (preferred)

