



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/ 623

20th June 2023

Sub. Placement opportunity for UG and PG students of GGSIP University passing out in 2023 in the company “Rivigo by Mahindra”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for UG and PG students of GGSIP University passing out in 2023 in the company “Rivigo by Mahindra” for your reference and circulation to students to apply on given link by **21st June 2023**:

Registration Link – <https://forms.gle/Kkk1Dztri1319Kn87>

Name of Company: RIVIGO

Job Title: Executive – Customer Experience

Job Opening – Executive (1) & Admin (1)

Location – Gurgaon

Salary – Up to INR 3.0 LPA (Executive)

Stipend – INR 10k to 20k per month (2 Months Duration after that based on Performance will extend the internship or take Permanent).

Please find attached more JD for more details.

LAST DATE FOR REGISTRATION IS **21st June 2023**.

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

Company Overview:

RIVIGO is a part of Mahindra Logistics, India’s leading integrated logistics services provider, we are an express logistics service provider with a mission to revolutionize goods mobility and bring down the overall logistics cost in India. Through innovation, problem-solving, and continuous collaboration, we are driven by our purpose of making logistics faster, safer, and more human. Delivering to 19,000+ pin codes across India, we strongly focus on zero-defect operations and customer centricity to drive excellence using world-class technology. Together with Mahindra Logistics. We are reimagining Indian Logistics and Igniting Success for all our stakeholders by bringing in efficiencies across every element of the supply chain. We operate as MLL Express Services Pvt. Ltd., which is the express business entity of Mahindra Logistics Limited.

Website: <http://www.rivigo.com/>

Office Address - Mahindra Logistics, AIHP Palms, 2nd Floor, Plot no 242, 243, Udhog Vihar, Phase 4, Sector 18, Gurgaon, Haryana.



1. **Job Title:** Executive – Customer Experience

Function: Customer Experience

Team: Zoom

Roles and Responsibility:

- Customer Interaction
- Complaint Resolution
- Team Collaboration
- Coordination

Education: Graduate & Postgraduate

Years of experience: None required, Freshers are welcome.

Personal attributes:

- High energy, drive and ownership
- Good people management skills
- Cool headed under stressful conditions
- Good Communication skills
- Problem-Solving Approach
- Open to learn and work in dynamic workspace.
- Knowledge of Microsoft Excel

2. **Job Title:** Intern – Admin

Function: Administrative

Team: Zoom

Roles & Responsibilities –

- Vendor management
- Rental Agreements
- Coordination with different departments
- Travel & Facilities Management

Skills – Communication skills & Knowledge of Advance Excel



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Salary – Up to 3LPA (Executive)

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