



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/ 620

19th June 2023

Sub. Placement opportunity for BBA and MBA students of GGSIP University passing out in 2023 in the company “Mideast Pipeline Products”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA and MBA students of GGSIP University passing out in 2023 in the company “Mideast Pipeline Products” for your reference and circulation to students to apply on given link by **20th June 2023**:

Registration Link – <https://forms.gle/FDvq6ZBWmV5BRR2VA>

Name of Company: Mideast Pipeline Products

Position: *Management Trainee/ Management Assistant/ Graduate Trainee/ Operations coordinator.*

This position will provide cross discipline exposure for those hungry to learn & practically experience working in different verticals of a business including but not limited to:

- Human Resources areas of recruitment, payroll automation, and performance management
- Procurement Market Research
- Project Coordination & Reporting
- Business Development

Job Description

- Administration, office management, filing
- Travel arrangements – Ticketing and Hotels
- Data collection from job sites and its formatting/analysis
- Management assistant to M.D
- Research Aide
- Recruitment processing and on boarding of new employees
- Attendance & leave management of H.O and construction sites
- Purchases, purchases of repetitive nature may be handled independently. In addition may be required to research products required for purchase and assist senior in the purchase process.
- Online research
- Required to coordinate between different department and different location to collect of different kinds and may be daily or weekly or monthly.

Required Skills

- BBA or MBA of 2023 passing out batch
- Good verbal and written communication in English.
- Proficiency in basic computer applications and internet use.
- Initiative to take up assignments & new projects independently.

Salary

- INR 17,500/- to 25,000/- for Graduates
- INR 20000/- to 30,000/- for M.B.A & post graduates.
- (Depending on qualification, skills, experience)

LAST DATE FOR REGISTRATION IS **20th June 2023**.



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

About the company

We are a Company in the specialist field of construction of oil and gas pipelines for over 50 years. Our clients are reputed Public Sector Undertakings like GAIL, OIL, IOCL, IGL etc. We currently have openings for the positions of *Management Trainee/ Management Assistant/ Graduate Trainee/ Operations coordinator* for our office at New Friends Colony, New Delhi.