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/2024/ 998   21st May 2024

Sub. Placement opportunity for BBA and B.Com students of GGSIP University of the batch passing out in year 2024 in the company "Real Time Data Services Pvt. Ltd."

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA and B.Com students of GGSIP University of the batch passing out in year 2024 in the company "Real Time Data Services Pvt. Ltd." for your reference and circulation to students to apply on given link by **23rd May 2024, 11:00 AM**.

Registration Link – https://forms.gle/8tfdc5JwZQAjFzkp6

Name of Company – Real Time Data Services Pvt. Ltd.

Profile – Intern - Process Associate

Business Unit – Cloud Hosting / Billing

S.No	Profile	Stipend	Eligibility Criteria	Employment Type	Internship Duration
1	Intern- Process Associate	20,000	BBA / B.Com	Internship	3 months

NOTE: Candidate will get permanent role as per their performance after completion of the 3 months Internship.

The package would be revised after getting permanent as per below mentioned details:

Education	Package
BBA / B.Com	**5.5 LPA (variable included) Fixed- 31 to 34k monthly**

Selection Process:
The selection process contains the following stages, and each stage has significant weightage and combinedly impact the selection of the students.
1. Group Discussion
2. IQ Test and Sales Aptitude Test
3. Performance during Interview

NOTE:

1. Internship is not a permanent employment. Internship will automatically terminate at the end of the internship period as defined in clause.
2. Performance evaluations will be conducted on a continuous basis, and in the case of non-performance, the contract may be terminated with a 7-days' notice period.
3. Company may terminate the Intern at any time without notice in case the Intern violates any rules, regulations, policies or indulges in any fraudulent action or fails to clear the Background Check.
4. Upon termination, the Intern shall return all Company property and assets promptly and settle any outstanding obligations to the Company.
5. The internship duration may be extended beyond 3 months based on the employee's performance.

Location: Gurugram

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS **23rd May 2024, 11:00 AM.**

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

JOB DESCRIPTION OF PROCESS ASSOCIATE

What are we looking for in this role?

The position is to ensure that all records, documents, compliance are properly maintained. Handling billing queries of the customers over the chats, calls and emails.

Position Name	Business Unit	Professional Experience
Intern- Process Associate	Cloud Hosting / Billing	**Fresher**
Job Location	Reporting To	Education
Gurugram, Haryana	Team Lead - Finance & Accounts	BBA / B.Com

Key Functional Responsibilities

- Ensuring that all records, documents, compliance are properly maintained to avoid any loss of record or information (AR).
- Creating and Issuing Invoice to International clients.
- Creating Dashboards/MIS for weekly and monthly Invoices.
- Updating and maintaining customer records in the Billing portal ERP.
- Managing Queries of clients and coordinating with Interdepartmental teams to provide timely and efficient resolutions.
- Managing Payment Gateways for collection and reconciling the payment received in our Banks.
- Following up on accounts receivable and collecting the past due invoices.
- Handling billing queries of the customers over the chats, calls and emails.
- Preparing necessary trackers of payments verification and follow-ups.

Skill Requirement

- Excellent oral and written communication skill
- Excellent IQ

Additional Requirements:

- Should be comfortable with rotational shifts and weekly offs
- Ability to work both independently and as part of a team

COMPANY INTRODUCTION

About Us

Operating for over a decade and headquartered in the tech city, Gurugram, Real Time Data ServicesPvtLtd.is a group of companies thriving in the domain of global information technology by serving clients in the field of Cloud Computing, Telecommunications and Unified Communication as a Service (UCaaS). RTDS group consists of reputed businesses competing in the Indian, UK, and US markets, including Acefone (https://www.acefone.com) and Servetel (https://www.servetel.in), which are cloud communication providers; and Ace Cloud Hosting (https://www.acecloudhosting.com), which is a cloud hosting service. Our global tier-1 network, and range of integrated data centers empower us to provide flawless services to global customers spread across the world via Managed Hosting Services, Managed Storage and Back Up, Managed Database and Co-location. Our expertise in cloud computing, cloud telephony & other IT services allows us to deliver solutions that simplify the business and enhance their performance.

Official Website: https://www.myrealdata.in/

Our offered solutions

- Accounting and business applications on the cloud
- Server virtualization and consolidation solutions for building private clouds
- Cloud-based communication services to connect within organizations
- Provide a lean, scalable, bespoke and cost-effective telecommunication service tohelp businesses expand their businesses

We believe strongly that the space between Next and Now is "How". How we ensure weare one step ahead of what the businesses need is by exploring and creating new frontiers.Converting technology trends into advantages for our clients is our forte and with our offerings we help enable our clients- business in their pursuit of "Next".

Credentials

- More than 6,000 Clients globally
- Technology Partners of TATA to launch hosted Contact Centre Services
- Microsoft Direct Partner under the CSP Program
- Intuit authorized Commercial Hosting Provider
- Registered NASSCOM, Internet Telephony Services Providers' Association in UK
- User Favourite Award by Accountex USA in 2016, 'Great User Experience Award' by Finances Online in 2018, K2 Quality Award for Customer Satisfaction in 2019, VMware Accelerating Cloud Provider Partner Award 2020
- 8 Data centres located across USA

What's in it for you? / Why work for us?

- Work in an autonomous, agile, and dynamic environment.
- Performance driven, rewarding and respectful work culture.
- Ample opportunities to learn and grow.