



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/ 963

19th April 2024

Sub. Placement opportunity for BBA, MBA students of GGSIP University of the batch passing out in 2024 in “Viontek Engineers”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA, MBA students of GGSIP University of the batch passing out in 2024 in “Viontek Engineers” for your reference and circulation to students to apply on given link by **21st April 2024**.

Registration Link – <https://forms.gle/w7Zf8ZKiATNoLSS77>

Name of Company – Viontek Engineers

Profiles: For more information, please refer to the attached Job Descriptions for the given roles.

S.No	Profiles	Eligibility
1.	Business Development	BBA/MBA Marketing
2.	Social Media Marketing/ Marketing Executive	BBA/MBA
3.	Talent Acquisition	BBA/MBA HR
4.	Supply Chain Executive	BBA/MBA Supply Chain Management
5.	Accounts Executive	Bachelor's degree in Accounting, Finance, or related field
6.	Billing Executive	Bachelor's degree in accounting, finance, or a related field. A master's degree is a plus.
7.	Coordination Executive	Graduate Degree; additional education or certifications in HVAC or project management is a plus.

Location: Reporting to Corporate office, Pitampura

Please note that for Business Development and Marketing role candidate should be Open to travel PAN India

Compensation: INR 4.0 LPA – 6.0 LPA

Selection Process: Will be conducted offline only

- Pre-placement talk, GD Round and 2 Face to Face Interview rounds

LAST DATE FOR REGISTRATION IS 21st April 2024.

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



VTEK

Your Vision, Our Excellence

HVAC| Fire-Fighting

CONTENTS

Introduction

Vision & Mission

Services

- HVAC
- Fire-Fighting

Clients

Contact Us





INTRODUCTION

We would like to introduce our company **VISIONTEK ENGINEERS SERVICES PVT LTD (VESPL)** that has been in business of **HVAC & FIRE-FIGHTING** for the past 7 years.

We take care of the complete Design, Supply, Installation, Testing & Commissioning till the handover of the project.

VESPL is rated as the reputed contractor providing complete solution for Process Air Conditioning and Air cooling, Ventilation for human comfort & firefighting for critical industrial applications in segments of Dairy, Food, Beverages, FMCG, Oil and Gas, Power, Paper and Pulp, Cement and Packaging industry.

We also provide Services of Annual Maintenance Contract and Operation & Maintenance Contract for the systems installed by us. With experience of 150 projects the company is renowned for executing big size air conditioning and fire fighting projects in critical industries.

For sustainable growth, along with project execution we have also built a robust service infrastructure to render quality after-sales-services during warranty and post-warranty period. This has enabled us to satisfy our customers' needs and to get repeated business from clients like Mondelez, Hindustan Unilever, Britannia, Pepsico, Bikanervala, Parson Nutritionals, Ab-Inbev, Amul Dairy, Banas Dairy, Dudhsagar Dairy, LSKB, Tetrapak, GEA and many others.



OUR VISION

Be India's one of the leading contractors of HVAC & Fire Fighting services by achieving extraordinary results for our customers, building satisfying careers for our people, and earning a fair return on the value we deliver. To be the preferred contractor of choice, a company that our clients want to work with and our employees are proud to work for.

OUR MISSION

To provide quality workmanship, customer service and maintain the highest level of professionalism, honest and fairness in our relationships with our clients, employees and vendors. To grow continually providing useful and significant products, services, and solutions to markets that we already serve – and to expand into new areas that build on our competencies and customer interests.



OUR SERVICES

We offer a wide range of services and have set a benchmark in the industry by our innovation and cost effectiveness.



HVAC




FIRE FIGHTING



HVAC

● **Heating, ventilation, and air conditioning (HVAC)** is the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality.

● HVAC system design is a subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics and heat transfer.



Complete Turnkey Solution to maintain Controlled Temperature & Humidity for applications like Food, Pharma, Data Centers, Automobile, Shipping, Commercial Space, Defence, Sugar, Textiles, Paper.

Featured Services :

- SITC Of:-
- Chiller- Water cooled/ Air cooled, screw/ scroll chiller.
- Vertical/ Horizontal Centrifugal Pumps
- Induced/ Forced Draft Cooling Towers
- Hot Water Generator/ Ultrasonic Mist Generator/ Pan Humidifiers.
- Two tier & Single tier, Double & Single skin AHU & Airwasher.
- Air Purifiers
- Engineered/ Standalone desiccant based humidifiers from companies like Munters & Bryair.
- VRF/ Ductable refrigeration based system.



Chiller

Air Handling Unit



Air Washer



Dehumidifier



Fresh Air Unit



Exhaust Air Unit



Hot-Water Generator



Cooling Towers



Electrical Panel



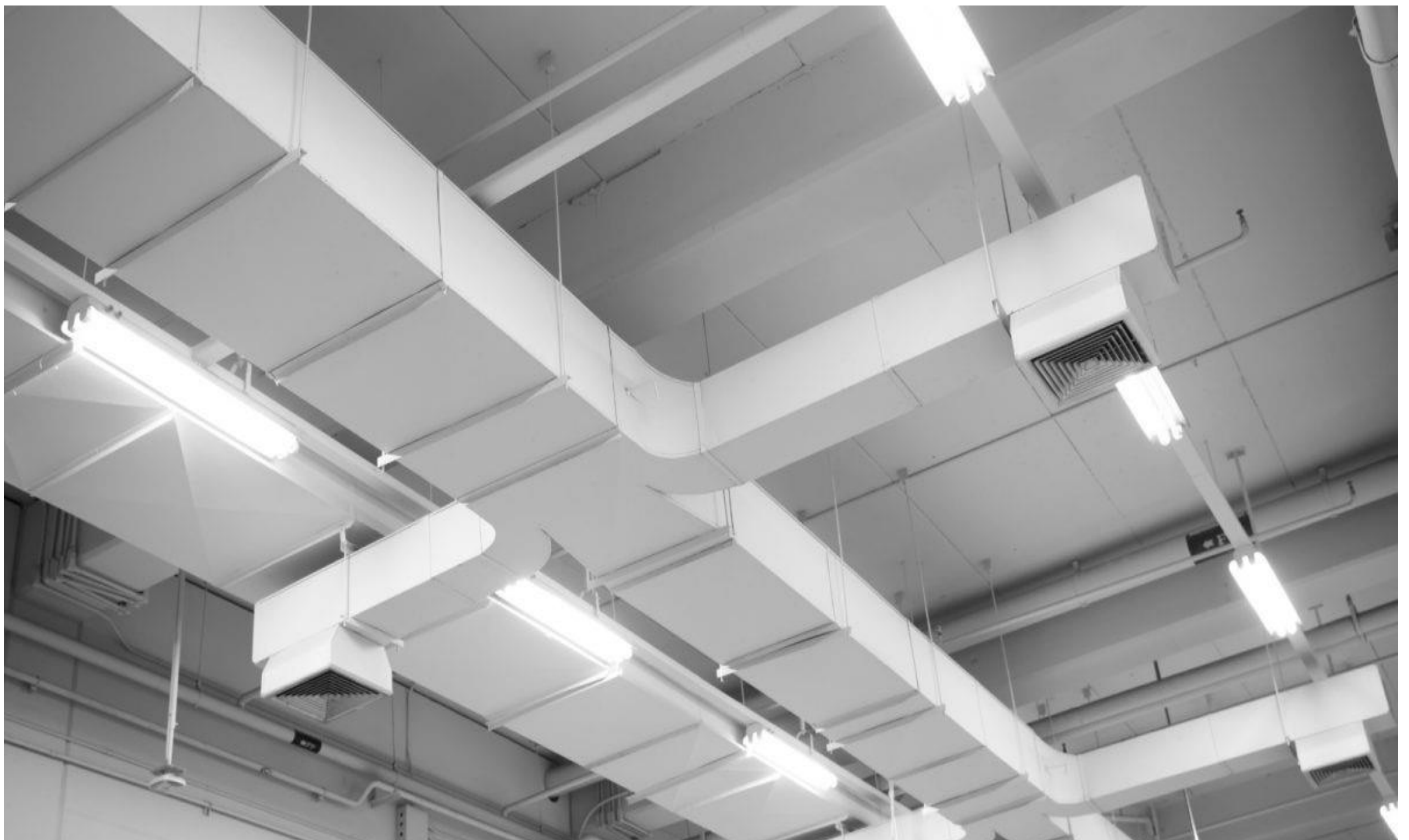
Fabric Duct



Stainless Steel Duct



Galvanized Iron Duct






FIRE-FIGHTING

• We provide customized, turnkey fire detection and fire suppression solutions and can execute projects from concept to commissioning.

• We ensure that our systems are compliant with national and international standards and codes as well as local fire/ defense authority requirements. Our products and systems represent the highest levels of technology and user friendliness.



These fire protection systems are catering to the requirements of various type of Buildings like industrial, commercial, residential, hotels, hospitals and institutional.

Innovation, Professionalism and a Client Centric Work Ethic are some of our core values.

We are a team of dedicated and enthusiastic professionals, equipped with the skills, knowledge and experience to continuously exceed client expectations and effectively take on any challenge the future holds for us.

Featured Services:

- Hydrant System
- Fire Sprinkler System
- Water/ Foam/ Clean Agent System.
- Fire Alarm System
- CO2 Flooding System
- Fire Internal/ External Hydrant Pipeline
- Fire Curtains
- Fire Extinguishers
- Smoke Detectors
- Water Mist System

Water Based System



Sprinkler System



Jockey Pump



Diesel Pump



Fire Alarm System



Fire Extinguisher System



OUR CLIENTS

FOOD & BEVERAGE



AUTOMOTIVE



REAL ESTATE



HOTELS



PHARMA



OTHERS



CONTACT US

We look forward to establish a long-term business relationship with you.



Office -703-704 Pearl Best Height-
I, Netaji Subhash Place,
Pitampura, New Delhi-110034



Tel : 011-49047344

Unnati Manav: +91-9953994150



www.visiontekengineers.in



visiontekengineers@yahoo.in
unnati.manav@visiontekengineers.com



VTEK

Your Vision, Our Excellence



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

www.visiontekengineers.in



011-49047344
visiontekengineers@yahoo.in

GSTIN: 07AAGCV7614L1ZW

ACCOUNT EXECUTIVE

JOB DESCRIPTION

Key responsibilities :

- Manage accounts payable and accounts receivable processes efficiently
- Ensure accurate and timely processing of invoices, payments, and receipts
- Reconcile financial discrepancies by collecting and analyzing account information
- Monitor and manage company expenses, preparing and reviewing budget reports
- Process payroll and maintain employee records related to compensation and benefits
- Collaborate with the finance team to prepare financial statements and reports
- Assist in tax preparation and compliance activities
- Maintain vendor and client relationships, addressing inquiries and resolving issues
- Analyze financial data to identify trends, opportunities, and areas for improvement
- Stay updated with industry regulations and standards related to accounting practices in the HVAC and Fire Fighting field.

Requirements :

- Bachelor's degree in Accounting, Finance, or related field
- Proficiency in accounting software and MS Office Suite
- Strong understanding of accounting principles and practices
- Excellent attention to detail and accuracy in financial data management
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Analytical mindset with problem-solving skills
- Knowledge of tax regulations and compliance procedures

- Excellent communication and interpersonal skills

LOCATION:

Reporting to Corporate office, Pitampura

COMPENSATION:

Package : 4 LPA - 6 LPA



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

www.visiontekengineers.in

☎ 011-49047344
✉ visiontekengineers@yahoo.in

GSTIN: 07AAGCV7614L1ZW

BILLING EXECUTIVE

JOB DESCRIPTION

The Billing Executive is responsible for overseeing the billing processes and ensuring accurate and timely invoicing for the organization's products or services. They will work with billing specialists to monitor billing activities, resolve billing discrepancies, and collaborate with cross functional teams to optimize billing procedures. The Billing Executive will also be responsible for maintaining strong customer relationships and implementing strategies to improve billing efficiency and customer satisfaction.

Key Responsibilities:

- Assist the billing department and support a team of billing specialists.
- Ensure accurate and timely preparation and processing of invoices for products or services rendered.
- Collaborate with sales, operations, and finance teams to gather necessary billing information.
- Address and resolve billing discrepancies and issues in a timely manner.
- Develop and implement efficient billing processes and procedures to optimize productivity and accuracy.
- Monitor billing activities and track key performance indicators (KPIs) to measure team performance.
- Provide regular reports on billing status, collections, and outstanding payments to senior management.
- Stay up to date with industry regulations and best practices related to billing and invoicing.
- Ensure compliance with relevant legal and financial requirements.
- Foster strong relationships with customers to address billing inquiries and maintain customer satisfaction.
- Collaborate with cross-functional teams to improve the overall order-to-cash process.

Qualifications and Requirements:

- Bachelor's degree in accounting, finance, or a related field. A master's degree is a plus.
- Excellent numerical and analytical skills with high attention to detail.
- Strong leadership and team collaboration abilities.
- Exceptional communication and interpersonal skills.
- Ability to prioritize tasks, meet deadlines, and work under pressure.
- Problem-solving and decision-making skills.

LOCATION:

Reporting to Corporate office – Netaji Subhash Place, Pitampura

COMPENSATION:

Package : 4 LPA - 6 LPA



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

www.visiontekengineers.in



011-49047344
visiontekengineers@yahoo.in

GSTIN: 07AAGCV7614L1ZW

BUSINESS DEVELOPMENT EXECUTIVE

JOB DESCRIPTION

RESPONSIBILITIES:

- Support team: Collaborate to develop and execute business development plans, strategies and initiatives aligned with the company's goals & objectives.
- Market research: Conduct market research to identify potential clients, market trends and competitive landscape. Analyze industry data, customer preferences, emerging market opportunities to inform business development strategies.
- Lead generation: Assist in generating leads via networking, cold calling, cold meeting, leveraging online platforms and attending industry events.
- Proposal development: Assist in preparing and delivering compelling proposals and presentations to potential clients.
- Relationship building: Cultivate and maintain relationships with existing and potential clients. Act as a point of contact for client inquiries and ensure timely responses to their needs and concerns.
- Competitive analysis: To identify strengths, weaknesses, and market positioning of key competitors.
- Sales Support: To provide support in closing deals, assist in negotiation and contract development process.
- Professional development: Stay updated on industry trends, market dynamics and best practices in BD.

SKILLS REQUIRED:

- Bachelor's degree in business administration, marketing, or a related field. A master's degree is a plus.
- Excellent communication and presentation skills, both written and verbal
- Strong analytical and research skills to identify market opportunities and assess competitors.
- Ability to build and maintain relationships with clients and internal stakeholders, success the sales cycle from plan to close.
- Self-motivated, proactive, and results-oriented mindset.
- Strong organizational and project management skills
- Familiarity with relevant industries, products, and services
- Flexibility to travel as required for client meetings and industry events.
- Attention to detail, time management and meeting deadlines.

LOCATION:

Reporting to Corporate office - Netaji Subhash Place; Open to travel PAN India

COMPENSATION:

Package : 4 LPA - 6 LPA



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

011-49047344
visiontekengineers@yahoo.in

www.visiontekengineers.in

GSTIN: 07AAGCV7614L1ZW

COORDINATION EXECUTIVE

JOB DESCRIPTION

We are seeking a highly organized and detail-oriented Coordinator to join our team. The ideal candidate will play a pivotal role in supporting the smooth coordination of various activities within the department. This position involves liaising with internal teams, external vendors, and clients to ensure efficient project execution, timely service delivery, and adherence to company standards. The Coordinator will be responsible for maintaining accurate records, scheduling tasks, and providing crucial support to enhance overall operational effectiveness.

Key Responsibilities:

Project Coordination:

- Assist in the planning and coordination of projects from initiation to completion.
- Collaborate with project managers to schedule tasks, allocate resources, and monitor project timelines.
- Ensure that project documentation, permits, and regulatory requirements are in order.

Communication and Liaison:

- Act as a central point of contact between internal teams, clients, and external vendors.
- Facilitate effective communication to ensure everyone is informed of project updates, changes, and requirements.
- Address inquiries and resolve issues promptly, fostering positive relationships with stakeholders.

Scheduling and Dispatch:

- Coordinate the scheduling, ensuring timely response to service calls and maintenance tasks.

- Dispatch field personnel to job sites, providing clear instructions and necessary documentation.
- Monitor and adjust schedules as needed to optimize efficiency.

Documentation and Record Keeping:

- Maintain accurate and organized records of project details, service requests, and equipment specifications.
- Assist in preparing and processing necessary documentation, including work orders, permits, and compliance records.

Inventory Management:

- Collaborate with the procurement team to monitor and manage inventory levels.
- Ensure that required materials and equipment are available for scheduled projects and maintenance tasks.

Administrative Support:

- Provide administrative support to all teams, including data entry, report generation, and document preparation.
- Assist in preparing budget estimates, tracking expenses, and managing project budgets.

REQUIREMENT:

1. High school diploma or equivalent; additional education or certifications in HVAC or project management is a plus.
2. Strong organizational and multitasking abilities with keen attention to detail.
3. Excellent communication and interpersonal skills.
4. Ability to work effectively in a fast-paced environment and adapt to changing priorities.

LOCATION:

Reporting to Corporate office- NSP, Pitampura

COMPENSATION :

Package : 4 LPA -6 LPA

MARKETING EXECUTIVE

JOB DESCRIPTION

Key Responsibilities:

On-Site Visual Content Creation:

- Regularly visit ongoing and completed project sites to capture high-quality photos and videos.
- Showcase installed products, highlighting their functionality, aesthetics, and unique features.

Visual Storytelling:

- Develop visually compelling content that narrates the story of our products.
- Create narratives through visuals that enhance the beauty and utility of installed services.

Content Creation for Promotion:

- Generate engaging content across various platforms, particularly LinkedIn (<https://www.linkedin.com/company/visiontek-engineers/mycompany/>), to promote company projects and products.
- Utilize photography and videography to effectively communicate the value and quality of our offerings.

Collaboration and Coordination:

- Coordinate with project teams to schedule site visits and ensure optimal capture of product features.
- Collaborate with sales team to align visual content with overall marketing strategies.

Quality Control and Enhancement:

- Explore innovative techniques and tools to continually improve the visual representation of our services.
- Proficient in overseeing website content and dedicated professional entrusted with the management and optimization of the company's official website.

REQUIREMENT:

1. Familiarity with website optimization techniques and tools to enhance site performance and user engagement.
2. Knowledge of social media platforms and experience executing successful marketing campaigns.
3. Understanding of brand-building principles and ability to maintain brand consistency across various marketing channels.
4. Willingness to travel for business-related purposes.
5. Proven experience in photography, videography and content creation.
6. Proficiency in photo and video editing software.
7. Strong understanding of marketing strategies and company's official page.
8. A keen eye for detail and aesthetics.

LOCATION:

Reporting to Corporate office- NSP Pitampura; Open to travel Pan-India

COMPENSATION:

Package : 4 LPA – 6 LPA



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

011-49047344
visiontekengineers@yahoo.in

www.visiontekengineers.in

GSTIN: 07AAGCV7614L1ZW

SUPPLY CHAIN EXECUTIVE

JOB DESCRIPTION

We are currently seeking an experienced and detail-oriented Supply Chain Executive to join our company's procurement team. The ideal candidate will be responsible for managing the end-to-end procurement process, ensuring the timely and cost-effective acquisition of goods and services necessary for our operations. The Supply Chain Executive will play a critical role in supplier relationship management, negotiation, and maintaining inventory levels to support the company's growth and operational efficiency.

Key Responsibilities:

1. Strategic Sourcing:

- Develop and implement effective procurement strategies to meet the company's operational needs and objectives.
- Identify and evaluate potential suppliers, conducting negotiations to secure favourable terms and agreements.
- Continuously monitor market trends and industry developments to optimize procurement processes.

2. Supplier Relationship Management:

- Cultivate and maintain strong relationships with existing and potential suppliers.
- Evaluate supplier performance, addressing any issues promptly and collaborating on improvement plans.
- Negotiate contracts and terms with suppliers, ensuring cost-effectiveness and quality standards.

3. Purchase Planning and Execution:

- Collaborate with various departments to understand their procurement needs and requirements.
- Develop and execute purchase plans based on inventory levels, demand forecasts, and production schedules.
- Ensure timely and accurate order placement, tracking, and delivery of goods and services.

4. Cost Management:

- Analyze pricing trends, conduct cost-benefit analyses, and negotiate favorable terms to achieve cost savings.

- Implement cost-effective procurement strategies without compromising product quality or supplier relationships.

5. Compliance and Documentation:

- Ensure compliance with company policies, industry regulations, and ethical standards in all procurement activities.
- Maintain accurate and organized procurement records, including contracts, purchase orders, and supplier communications.
- Collaborate with legal and finance teams to ensure contractual agreements are in accordance with company guidelines.

6. Risk Management:

- Identify and mitigate potential risks associated with procurement activities.
- Develop contingency plans to address supply chain disruptions and fluctuations in market conditions.

7. Continuous Improvement:

- Implement best practices and continuous improvement initiatives within the procurement process.
- Stay informed about advancements in procurement technologies and industry trends.

REQUIREMENT:

1. Bachelor's degree in Business, Supply Chain Management, or a related field.
2. Strong negotiation and communication skills.
3. Knowledge of procurement regulations, contract law, and ethical sourcing practices.
4. Analytical mind set with the ability to interpret data and make informed decisions.
5. Strong organizational and multitasking abilities.

LOCATION:

Reporting to Corporate office, Pitampura

COMPENSATION:

Package : 4 LPA -6 LPA



Visiontek Engineers Services Pvt. Ltd

Office No. 1102, Aggarwal
Corporate Heights, Netaji Subhash
Place, Pitampura, New Delhi-110034

www.visiontekengineers.in

011-49047344
visiontekengineers@yahoo.in

GSTIN: 07AAGCV7614L1ZW

TALENT ACQUISITION EXECUTIVE

JOB DESCRIPTION

Key Responsibilities:

- Collaborate with hiring managers to understand staffing needs and develop recruitment strategies to attract qualified candidates.
- Utilize various recruitment channels, including job boards, social media, networking events, and employee referrals, to source candidates.
- Screen resumes and conduct initial interviews to assess candidate qualifications, skills, and cultural fit.
- Coordinate and schedule interviews with hiring managers and other team members.
- Manage the candidate experience, providing timely communication and feedback throughout the recruitment process.
- Extend job offers and negotiate terms of employment with selected candidates.
- Maintain accurate and up-to-date candidate records.
- Develop and maintain relationships with external recruitment agencies and other talent sources.
- Stay current on industry trends and best practices in talent acquisition and recruitment.
- Participate in HR projects and initiatives as needed.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Excellent communication and interpersonal skills.
- Ability to build and maintain relationships with candidates, hiring managers, and other stakeholders.
- Highly organized with strong attention to detail.
- Ability to work effectively in a fast-paced, dynamic environment.

LOCATION:

Reporting to Corporate office, Pitampura

COMPENSATION:

Package : 4 LPA - 6 LPA