

12th April, 2021

Placement Notice

There are immediate vacancies in following three companies and eligible and interested students may go through the details and contact the company officers directly. For any assistance, you may contact Dr. Nilesh V. Suchak.

1. **Aryan Lubricants Pvt. Ltd.**
2. **Star Health & Allied Insurance Co. Ltd.**
3. **Ascendum KPS Pvt. Ltd.**

Selected students may inform Dr. Nilesh V. Suchak about their selection after the selection process is over.

Email received from **Aryan Lubricants Pvt. Ltd. on 08-04-2021 is attached. Interested students may directly contact Ms. Nikita Jain on 99092 99095 to fix up time for interview or test after ensuring your eligibility.**

Email received from **Star Health & Allied Insurance Co. Ltd. on 09-04-2021 is attached. Interested students may directly contact Shri Hiren Gandhi, Sr. Manager on 98795 33454 to fix up time for interview or test after ensuring your eligibility.**

Email received from **Ascendum KPS Pvt. Ltd. on 09-04-2021 is attached. Interested students may directly contact Ms. Madhuri Divecha on 9979846680 to fix up time for interview or test after ensuring your eligibility.**

For R. J. Tibrewal Commerce College,

Principal

From: NIKITA Jain || Aryan Lubricants ||
<nikita.jain@cool-lube.com>

Date: 8 April 2021 at 10:37:12 AM IST

To: principalrjtcc@gmail.com

Cc: FALGUNI Padhariya || Aryan Lubricants || <hr@cool-lube.com>, NIRAL Kaneriya || Aryan Lubricants ||
<csp@cool-lube.com>

Subject: Proposal Letter for Recruitment

Greetings of the day!!

We, **Aryan Lubricants Pvt. Ltd.** are putting up this proposal to your college for the purpose of campus recruitment to hire Management Trainee in our firm for all different domains of the business. We are looking for **TALENTS** rather than people and that's the reason behind contacting your esteemed institute.

We are one of the fastest growing organization of western India engaged into manufacturing of **Lubricants & Radiator Coolants** and are serving automotive industry with a channel sales network into the domestic market. We feel proud that the **QUALITY** of our product is consummate with any of the transnational & our entire client base is from the niche market.

Our manufacturing unit is based at Rajkot and corporate office is based at Ahmedabad from where we are operating entire distribution. We have one of the strongest team of professionals representing Sales, Marketing, HR, Administration, Accounts, Logistic, Production and QC.

We as a group are holding **experience and expertise of almost 45 years** into business for various trade verticals.

You can access more details by visiting our URL **www.cool-lube.com**

Regards,

Nikita Jain

Executive – Human Resource

ARYAN LUBRICANTS PRIVATE LIMITED

West Gate Business Bay, B1-401, 4th Floor,

Near Jaguar Car Show Room,

Opp Andaz Party Plot,

S.G.Highway,

A H M E D A B A D - 380 051

Gujarat : India

Cell : +91 99092 99095 / +91 89800 67067

E-mail : nikita.jain@cool-lube.com

Website : www.cool-lube.com

Hiring People for Standalone Health Insurance and Health Awareness Program

Hiren Gandhi - (Sr. Manager) <hiren.gandhi@starhealth.in>

To:nileshsuchak@yahoo.co.uk

Cc:Arpan Rai - ZM (Marketing),Ahmedabad. zo

Fri, 9 Apr, 2021 at 14:39

Dear Dr Nilesh Suchaksir,

Greetings of the day

Further to our discussions at R J T COMMERCE COLLEGE Campus with Me, we are in process of hiring Administrative Officers (D).

JD for Administrative Officer (D)

The Company is growing day-by-day hence it is advisable that the Company has a permanent cadre who is fully trained and competent to shoulder marketing and administrative responsibilities. This cadre should be offered with timescale increment and promotion in addition to in-built incentives. The promotion also should be time bound "depending on the performance, job knowledge and growth potential, not depending on the available vacancy".

The purpose of this grade is to have instant availability of equivalent cadres within the organization itself whenever the Company needs somebody in the cadre of BMs/TMs etc, at a particular point of time, instead of running to find somebody from outside. The training to this cadre will be structured in such a way that they should know all aspects of Health insurance in addition to insurance marketing,

English writing, oration, basic knowledge of Hindi during the course in stages etc. Refresher training will also be imparted periodically.

The cadre will be called Administrative Officer (D). It is primarily a sales and supervisory job. They will be required to enroll Agents, train them properly to sell Health Insurance Policies to maximum number of persons / families and give prompt after sales service. Scheme will liberally compensate those who intensively drive the Agency Force which is considered to be the Life Line of the Company. In addition, they will be trained to take hold of any other assignment.

Needless to say that achievement of the assigned targets will be the primary yardstick apart from other functional competencies to measure their performance and suitability for upward movement in the career. After the end of every two years Administrative Officers (D) are eligible for promotion to higher cadre with added responsibilities and appropriate increase in emoluments and benefits befitting to the cadre. Promotion will be based on annual appraisal on performance, job knowledge and growth potential.

The hierarchical promotion cadres for Administrative Officers (D) in marketing will be as under:-

Future Growth prospects will be as per below,

- Senior Administrative Officer (D)
- Asst. Branch Manager/Asst. Manager(D)
- Branch Manager/Deputy Manager(D)
- Senior Branch Manager/Manager (D)
- Territory Manager/Chief Manager(D)
- Area Manager/AGM(D)

Looking forward for your kind support.

**Thanks & Regards,
Hiren Gandhi
Senior Manager (Gujarat)
Mobile : 98795 33454
Star Health & Allied Insurance Co. Ltd.
Zonal Office - Ahmedabad**

Greetings from Ascendum!4

Madhuri Divecha <madhuri.divecha@ascendumkps.net>

To:nileshsuchak@yahoo.co.uk

Cc:Tarun Gupta

Fri, 9 Apr, 2021 at 10:59

Hi
Nilesh,

Hope this email finds you at your very best.

I would like to brief you about our company's details and JD of the Profile.

Company's Profile.

"Ascendum is a global information technology (IT) solutions company that delivers "Technology Inspired Solutions to Business Driven Challenges". Ascendum works with small, medium, and large firms, including many Fortune 1000 companies, to help them solve business challenges. Headquartered in Cincinnati, Ohio, Ascendum has sales and support offices in Dayton, Hamilton, Round Rock (NJ), Shelton (CT), Bangalore (India) and Ahmadabad (India). Ascendum is part of a global IT investment holding company called Vora Ventures group." The company is working for various UK based CA firms. We have work agreement with CA firms and many of them appears in top 50 UK Accounting practises.

JD for Account:-

ü Perform function/job per defined procedures and instructions provided.

- ü Ensure that all job assigned are complete, accurate, verified and complies with the defined procedures and guidelines issued by the client.
 - ü Stays updated with the regular updates from the client and process the files error-free.
 - ü Process the file in a fixed timeline to match client SLA.
 - ü Meet the Quality benchmarks consistently
 - ü Communicate with client or any third party via phone/email as and when required.
 - ü Perform any additional task relating to the process assigned by the management.
-

Area of Work:-

- Final Accounts production
 - Personal Tax return
 - Corporation Tax return
 - Book-keeping
 - Payroll
 - iXBRL solution
-

**Shift Timing: 11:00 pm to 8:00 am [Day shift] OR
1:00PM to 10PM**

MADHURI DIVECHA
TEAM LEADER - TALENT ACQUISITION
E madhuri.divecha@ascendumkps.net
T 079-26856025, Ext: 193 C 9979846680
W ascendum.com