



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

NTAP17180032

GALAXY HR Campus Recruitment - 2017 Batch

Batch	2017
Website	www.galaxyhr.com
Job Title	Associate
Eligible Degrees	Graduate in LLB/LLM Preferable, B.A, B.Tech, Pol.Sc., Eng., Eco, B.Com, C.S Inter
Eligible Branches	
Eligibility Criteria	No cut off %
Location	India – Noida
Compensation (CTC)	15,000 to 20,000 + Variables, 5 Days working
Roles & Responsibilities	<p>Provana provides litigation support services to top debt collection law firms in US. Legal team to provide end to end litigation solution and services to its primary client and mission to achieve excellence in legal services. Provana legal team performs various legal and para-legal services i.e., drafting legal documents, motions, pleadings, letter and also perform research for all US 50 states statute.</p> <p>Night Shift (timings can change as per business requirement)</p>
Other Desired Skills / Competencies	<ul style="list-style-type: none">• Good analytical ability and time management skills;• Excellent in Verbal & Written• Ability to proactively identify process improvements;• Fast learner (on both process and systems); <p>Analytical/Reasoning, HR & Operation round</p>
Documents Required	Resume, Valid ID Proof, Photo Copies of all mark sheets
How to Apply?	Interested and Eligible students need to send their resumes to

 sgupta13@amity.edu latest by 17th Sep 17

Subject Line of mail - Applying for Galaxy HR

My Best Wishes are with you!

Dr. Ajay Rana
Advisor