



AMITY TECHNICAL PLACEMENT CENTRE

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

TOTAL IT GLOBAL **Campus Recruitment - 2019 Passing Out Batch**

ONLY FOR UNPLACED STUDENTS

Company Ref No.	SC19437		
Company	TOTAL IT GLOBAL		
Batch	2019 Passing Out Batch		
Joining	IMMEDIATE		
Job Title	Operations - Executive		
Eligible Degrees	B.tech / BCA /BSC		
Eligible Branches	ALL		
Eligibility Criteria	10 th	-	No % Criteria
	12 th	-	No % Criteria
	Graduation	-	No % Criteria
	Post-Graduation	-	No % Criteria
Location	Delhi		
Compensation (CTC)	2.4 LPA		
Roles & Responsibilities	<ul style="list-style-type: none">• Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements• Provide day-to-day administrative support to the Operations Department to include:<ul style="list-style-type: none">○ Maintaining Database○ Various project work○ Identifying partners across globe○ Internal coordination with various departments○ Assist the Process and Project Engineers by providing support in the following areas:<ul style="list-style-type: none">▪ Day to day support for all projects across Globe▪ Manage the project deliverables to ensure timely delivery▪ Monitor or track project milestones and deliverables.▪ Confer with Service Delivery Managers to identify and resolve problems		
How to Apply?	All interested and Eligible students need to apply on the link below latest by 2nd March 2019, 6PM CLICK HERE		

My Best Wishes are with you!

Prof. Dr. Ajay Rana

Advisor