



## CENTRALISED CAREER GUIDANCE & PLACEMENT CELL

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F. No. GGSIPU/CCGPC/2022/ 266

Dated: 1<sup>st</sup> April 2022

**Sub. Placement opportunity for BBA students of 2021 passed out and 2022 passing out batch in the company “AKAL Information Systems Ltd.”**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of placement opportunity for BBA students of 2021 passed out and 2022 passing out batch in the company “AKAL Information Systems Ltd.” for your consideration.

**Share the database of interested, eligible and unplaced candidates by 4<sup>th</sup> April 2022 in the required format shared over email.**

**Applicants' data received in the given format by 4<sup>th</sup> April 2022 will only be shared with the company for further process.**

**Name of Company** – AKAL Information Systems Ltd., <http://www.akalinfosys.com>

**Position** – Backend Sales Executive

**Eligible Degree** – BBA students of 2021 passed out and 2022 passing out batch in the company

**Offered CTC** – INR 3.0 - 3.6 LPA

**Location** – New Delhi

**Joining** – Immediate

Looking for a competitive and trustworthy BackendSales Executive to help us build up our business activities.Sales Executive responsibilities include managing existing tie-ups, empanelment's, discovering and pursuing new sales prospects with the existing customers, and maintaining customer satisfaction.

**Job Responsibilities:**

- Coordinate with customers and sales (internal and external) team by managing schedules, filing important documents, and communicating relevant information.
- Identify upselling and cross-selling possibilities in existing client base.
- Evaluate clients' needs and propose required solution.
- Respond to complaints from customers and ensures required support is provided by the respective team.
- Handle the processing of all orders with accuracy and timeliness.
- Inform clients of unforeseen delays or problems.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Create frequent reviews and reports with sales and financial data.
- Ensure the project timelines are in line.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal teams.

**Other Required Skills:**

- Well-organized and responsible with an aptitude in problem-solving
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- A team player with high level of dedication

**NOTE** – Unplaced Students interested to apply for this opportunity are required to contact with their TPOs for giving confirmations and details to be shared with us.

*Nisha*  
11/4/22

**(Ms. Nisha Singh)**  
Placement Officer, CCGPC