



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/2023/_596

3rd June 2023

Sub. Placement opportunity for BBA, B.Com and BA students of GGSIP University passing out in the year 2023 in the company “Petology (Pettek) Technologies”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA, B.Com and BA students of GGSIP University passing out in the year 2023 in the company “Petology (Pettek) Technologies” for your reference and circulation to students to apply on given link by 5th June 2023:

Registration Link – <https://forms.gle/k3matmJuw7v7MhZa9>

Name of Company: Petology (Pettek) Technologies.

Pettek, is a leading pet tech company dedicated to revolutionizing the pet care industry.

Positions:

Selected candidates will be hired as Interns and offered full time employment based on their performance

- 1) Data Management Associate
- 2) Sales Services Outreach Executive

Eligibility Criteria: GGSIP University Students of BBA, B.Com, BA of batch passing out in 2023 batch

Remuneration:

1. For Data Management Associate - INR 3.0 LPA.
2. For Sales Services Outreach Executive - INR 3.0 LPA + Incentives.

Please find attached JDs for more information.

LAST DATE FOR REGISTRATION IS 5th June 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University

About Internship Program:

At Pettek, we understand the importance of providing students with a transformative internship experience. We want to offer an internship program that allows students to grow professionally and opens doors to exciting career prospects. Here's why our internship program stands out:

1. **Learn and Contribute:** Our interns can work on meaningful projects that directly contribute to our innovative pet tech solutions.
2. **Path to Full-Time Employment:** We are excited to offer exceptional interns the opportunity to join Pettek full-time after completing their internship. We see this as a chance for interns to continue their growth within our company, leveraging their skills, knowledge, and familiarity with our unique company culture.
3. **Thriving Work Culture:** At Pettek, we foster a collaborative and inclusive work environment. We value diverse perspectives, encourage creativity, and celebrate achievements.

Our mission is to provide an internship experience that equips students with the necessary skills and sets them on a path to success.

Job Description: Data Management Associate

Are you a passionate animal lover with an entrepreneurial spirit? Join our exciting startup journey as a Data Management Associate. Let us create a new world around our shared love for pets.

Responsibilities:

1. Manage and maintain accurate data records in our database systems, ensuring data integrity and quality.
2. Perform data verification tasks with high accuracy and attention to detail.
3. Handle inbound and outbound phone calls to assist customers with data-related inquiries and provide support.
4. Collaborate with team members to analyze and resolve data discrepancies or issues reported by customers.
5. Ensure compliance with data protection and privacy regulations in handling customer information.
6. Provide excellent customer service, addressing customer concerns professionally and resolving problems effectively.
7. Identify opportunities for process improvement and contribute to enhancing data management workflows.
8. Collaborate with cross-functional teams to implement data management best practices and ensure data accuracy.
9. Stay updated on product knowledge and industry trends related to data management and customer support.

Requirements:

1. Currently enrolled in a college or university program.
2. Proficiency in Microsoft Excel or Google Sheets.
3. Strong attention to detail and accuracy in data validation.
4. Analytical mindset with the ability to interpret and derive insights from data.
5. Excellent organizational skills and ability to manage multiple tasks and priorities effectively.
6. Strong communication skills, both written and verbal, to effectively present data findings.
7. Self-motivated and proactive, willing to learn and adapt to new technologies and tools.

Join our team as a Data Management Associate and gain valuable experience and collaborate with a dynamic team in a supportive work environment.

Job Description: Sales Services Outreach Executive

Are you a passionate animal lover with an entrepreneurial spirit? Join our exciting startup journey as a Sales Services Outreach Executive and play a vital role in pet-related services.

Responsibilities:

1. Conduct sales activities to meet or exceed sales targets, including prospecting, lead generation, and closing deals.
2. Build and maintain strong relationships with existing and potential customers, primarily pet owners and pet-related businesses.
3. Understand customer needs and provide appropriate product recommendations, emphasizing the benefits and value they bring to pets.
4. Demonstrate and explain the features of our products, highlighting their quality, safety, and positive impact on pets' lives.
5. Conduct product presentations and demonstrations, both in-person and virtually, to educate customers about our offerings.
6. Actively listen to customer feedback, concerns, and questions, providing accurate and timely resolutions or escalating as needed.
7. Collaborate with the marketing team to develop and execute sales strategies, promotions, and campaigns to drive customer engagement.
8. Stay updated on industry trends, competitor products, and emerging market opportunities to maintain a competitive edge.
9. Maintain accurate sales records and reports, including customer interactions, sales pipeline, and market insights.
10. Represent our company at pet-related events, trade shows, and community gatherings to expand brand awareness and network.

Requirements:

1. Currently enrolled in a college or university program.
2. Passion for pets and a genuine understanding of their needs and well-being.
3. Strong interpersonal and communication skills, with the ability to build rapport and establish trust with customers.
4. Ability to adapt and thrive in a fast-paced, dynamic startup environment.
5. Excellent negotiation and persuasion skills to close deals and overcome objections.
6. Willingness to travel locally and work flexible hours to meet customer needs.
7. Knowledge of the pet industry, including pet care, nutrition, and products, is a plus.
8. Proficiency in using digital tools for managing leads and tracking sales activities.
9. Valid driver's license and access to reliable transportation for travel purposes.

Join our pet-loving team and be part of a mission to provide pets with the best products and services while building strong customer relationships. Together, we can positively impact the lives of pets and their owners.