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Ref: SBP/ 0-12 / 2025

Date:03/05/25

To,

The Respected Director and Placement Coordinator

MGM, Nanded

Sub: - JDs for Placement / Internships Drive.

Dear Sir/Madam,

Our company **ShopCardd** & **RR Media** giving opportunity to explore career in online/offline advertising and hyper local marketplace like E-commerce and much more in life. Learn more things to know how the companies work in day today life to become large industries.

Placement for following jobs:-

1. H. R. Department: - Executive to Admin. Salary from 2 to 3.8 Lacks.

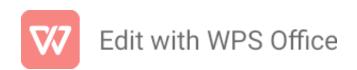
2. Management Exe. Company: - Executive to Admin. Salary from 2.2 to 4.8 Lacks.

3. Public Relation Dept.: - (P R D) Executive to Admin. Salary from 2.2 to 5.4 Lacks.

4. Operation Department: - Executive to Admin. Salary from 2.4 to 5.4 Lacks.

5. Back Office: - Executive to Admin. Salary from 2 to 3.8 Lacks.

6. Merchant Dept.: - Executive to Manager Salary from 2.4 to 6 Lacks.



7. Marketing Dept.: - Executive to Manager Salary from 2.5 to 6 Lacks.

8. R & D: - Executive to Team Manager Salary from 2 to 4.2

Lacks.

9. Business Consultant: - Executive to Manager Salary from 2.8 to 6.8 Lacks.

10. Financial Department: - Executive to Manager Salary from 2 to 4.2 Lacks

11. Digital Marketing: - Executive to Manager Salary from 2 to 4.2 Lacks

12. Content Writing: - Executive to Manager Salary from 2.4 to 5.2 Lacks

13. Delivery Partner: - Agent to Partner Salary from 2.4 to 3 Lacks

H. R. Department:-

a. To assisting and coordinating with the all departments.

b. Examining the company's resource management and looking for ways to boost employee productivity

- c. Monitoring on-site projects and field operations d. To involve and assist end to end hiring
- e. To source build and guide on job training and report to management f. Execute event logistics plans with event organizers and vendors.
- g. Manage participant enquiries regarding the events.
- h. To prepare sponsorship funding for event.
- i. To handle front and back end operation of an activity.
- j. Promoting event on all social media account to successful the activity.

Management Executive:-

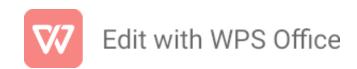
- a. Organizing events to increase staff motivation and engagement
- b. Analyzing data to calculate the cost-benefit ratio



- c. Locating problems in the company's supply chain through quality control checks
- d. Establishing and monitoring employee schedules
- e. Creating programs for employees' professional development
- f. Establishing objectives for increased output and improved efficiency
- g. Monitoring the overall budget of the business as well as departmental budgets
- h. Establishing corporate guidelines and carrying out frequent changes while ignoring workflow and procedure
- i. Resolving disputes between departments about resources
- j. Examining the company's resource management and looking for ways to boost employee productivity
- k. Developing tools to automate repetitious processes
- I. Monitoring on-site projects and field operations
- m. Resolving inventory management concerns
- n. Constructing logistics-enhancing solutions

Public Relation Officer (P. R. O)

- a. He/she runs a team that will work on setting the right image for the company's brand among its audience.
- b. The PRO with the help of his team is responsible for conducting and managing all PR Events and Media Relations for an organization.
- c. This field manages the brand image of individuals and organizations by building a reputation through the media. It does this through promotional activities, campaigns, and media relations.
- d. Create with innovative and engaging public relations and media campaigns.
- e. Collaborate with other teams such as marketing and designers to create promotional content.
- f. Write, edit and review all media content and press releases.
- g. Handle any PR related issue that may arise.
- h. Maintain good relationships with media houses.



- i. Organize PR activation to promote the company's image and serve as the spokesperson.
- j. Focus on marketing the company through partnerships and advertising.

Operation Department:-

- a. Prepare logistic operation and delivery assignment.
- b. Analyze onboarding delivery partner and compliance of them.
- c. Optimize pickup and delivery partner team for smooth operation.
- d. To find and develop all monitoring operations on time.
- e. Developing company policies and ensuring compliance.
- f. Improving business functionality to align with core business objectives.
- g. Planning and managing projects and contributing to product innovation.
- h. Tracking operational costs toward maintaining profit-margins.
- b. Analyzing and maintaining operational data, and monitoring product inventories.
- c. Monitoring adherence to policies and processes throughout the company.
- d. Overseeing human resources development policies, training, and performance reviews.
- e. Ensuring positive client, supplier, and vendor relationships.

Back Office:-

- a. Role of admin duties including printing, sending emails, and operation of office.
- b. To assisting and coordinating with the all departments.
- c. Assisting the onboarding partners or merchants store.
- d. How to ensure given task force should be complete on time.
- e. To organizing staff meetings and updating calendars.
- f. To prepare company receipts, invoices, and bills.



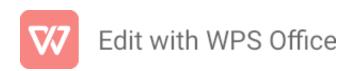
- g. Organizing and coordinating all kinds of the event and activities in the team.
- h. Promoting event on all social media account to successful the activity.
- i. To arrange data schema or other information for activity objective.
- j. To make content for the social medial handle and publish respectively.
- k. To analyze the burring trends in the creative activity/event.
- I. We expect from you a high level of dedication towards achieving better performance to work office operations.

Merchant Dept.:-

- a. Role of Merchant and partner platform responsibility or support system.
- b. To brief category of tie up/no-tie up/partner merchant.
- c. To explain benefit of merchant category along with packages.
- d. To find out potential of business and pitch respective MOU with them.
- e. How we promote merchant stores and their product and services on our platform to earn and built market identity.
- f. To identify, qualify and capture new business development and contribute customer footfall to their stores and supplier list.
- g. How the support system maintains daily communication, organize logistic services, and assist with accounting issues with stores and suppliers.
- h. To promote *ShopCardd* product and services with them.
- i. To analyze the burring trends in the potential business categories within the city.
- j. We expect from you a high level of dedication towards learning and achieving better performance.

Marketing Dept.:-

- a. Conduct market research and analysis to evaluate trends, trend awareness and competition ventures.
- b. Maintain relationships with media vendors and publishers to ensure collaboration promotional activities.



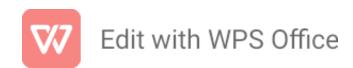
- c. Collaboration with manager in preparing budgets and monitoring expenses.
- d. To pitch portfolio of *ShopCardd*.
- e. To promote advertising tools with clients to convince more on.
- f. To explain how the promotional activities help to build the identity and brand.
- g. What is the number of promotional activity *ShopCardd* will doing for your business?
- h. How the customer engagement or the footfall increase in your store by *DKJ* program.
- i. To analyze the burring trends in the market & locality.
- j. We expect from you a high level of dedication towards achieving better performance to work marketing strategies.

Research & Development Dept.:-

- a. Lead key project with R & D to work data analysis research and market survey report.
- b. Development research programs incorporating current developments to improve existing analysis and study the potential of new businesses in the area.
- c. Product and service categories as per market trends and learn on boarding processes to live on net or online display.
- d. To verify the businesses in the area and potential customer of them.
- e. To make good profile of businesses consist of all things.
- f. To analyze the burring trends in the market & locality research report.
- g. We expect from you a high level of dedication towards achieving better performance to promote market trends.

Business Consultant:-

- a. To promote product & services with client for better understanding of their business and give them tailor-made solution
- b. Establish methods for testing business applications and create templates for reports used to monitor applications.
- c. Work closely with key customers to keep them updated on process changes designed to improve service.
- d. Submit regular reports to management team about company health and new



initiatives in progress.

- e. To find out or collect right information about the business and pitch respective packages with them.
- f. To promote all kind of consultation related to the services with them.
- g. To strategize promotional campaign to boost awareness trend.
- h. To analyze the burring trends businesses in the market & locality.
- i. We expect from you a high level of dedication towards achieving better performance to lead Business Expansion.

Financial Dept.:-

- a. To gathered and analyze data of product and services by onboarding process.
- b. To arrange product cost and prices of service as well.
- c. According to product cost/ price and prepare discounted price list.
- d. To create new product catalogue price list with discount (*DKJ* Mantra) e. Merchandise the product display on page with discounted price.
- f. To create discounted Promo Code, Deals, Voucher & Sell Campaign.
- g. To make cost sheet of an event activity & sponsorship detail.
- h. Update financial spreadsheets with daily transactions.
- i. Create cost analysis reports (fixed and variable costs) j. Process tax payments.
- k. Support monthly payroll and keep organized records.
- I. Record accounts payable and accounts receivable.
- m. To analyze the burring trends on the discount in the market & locality.
- n. We expect from you a high level of dedication towards working finance and operation in any company.

Digital Marketing/Content Writing:

Content Writing: -



You'll work directly with our Content Marketer to assist in all aspects of content production – from creative brainstorming to video editing to posting content online. As a team of two, you'll work nimbly to write, record, and distribute content that boosts brand awareness and engagement with our existing audience.

What you'll need;

A passion for content creation

Examples of projects relevant to content creation Social media savvy

Creative thinker who enjoys collaboration

Ready to report in-person and/or hybrid (Living in the tri-state area)

What you'll do;

Feel free to bring your ideas and innovate!

Preproduction/ideation of new content

Basic DSLR camera & microphone operation

Writing accurate closed captioning

Writing/revising copy for video descriptions and social media captions Polishing content on the US Mobile blog

Publishing content to our social channels with impeccable attention to detail

What you'll learn;

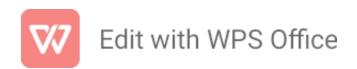
Advanced video editing techniques

Brand management strategies

SEO/Keyword research

Social media marketing

How to interpret data for marketing decisions



Selection Process:

- 1. Technical Round
- 2. Group Discussion
- 3. Personal or HR Interview

Eligibility Criteria:

- Minimum aggregate percentage: 50% or 6 CGPA.
- Bachelor's/Master's degree in relevant discipline.
- Full-time regular courses only (no correspondence/part-time).
- Recognized university/institution.
- Freshers or professionals with relevant experience.

For more information contact to your P.I. Jobs opening for Nagpur, Nanded, Mumbai, Pune, Hyderabad, Aurangabad, Amravati & Raipur.

NOTE: - 1st, 2nd and 3rd year pursuing students can apply for internship or attend power talk to process it



Thanks & Regards,

