



Plot 753, Tailor Line, Near Metro Hospital, Chhaoni Chowk, Nagpur- 13

Mail ID: careers@shopcardd.com Web: www.shopcardd.com

Ph.: - 8855007022 / Mob: - 9028065797

---

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.  |



Edit with WPS Office

7. Marketing Dept.: -	Executive to Manager Salary from 2.5 to 6 Lacks.
8. R & D: - Lacks.	Executive to Team Manager Salary from 2 to 4.2
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
- l. 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.
- l. 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.

l. 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: -**



Edit with WPS Office

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



Edit with WPS Office



**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,



Edit with WPS Office

*HRD Team ShopCardd*



Edit with WPS Office