

INDUSTRIAL TRAINING REPORT

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**INDUSTRIAL TRAINING
CSC 3820**

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**APPLYJOB.COM
NEW BANESHWOR , KATHMANDU**

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ACKNOWLEDGEMENT

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At last I like to express my sincere thanks to all of my friends for their cooperation, inspiration, guidance and support during all stages of the preparation of this report. Finally, thanks to all for your encouragement, support and warm cooperation.

DECLARATION

This report is prepared as a partial requirement for CSC 3820 Industrial Training.

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ENDORSED BY

ACADEMIC SUPERVISOR

Date : Date :

Stamp:

FIELD SUPERVISOR

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1. INTRODUCTION

1.1 INTRODUCTION

An internship is an opportunity offered by company to student or fresher's to gain some technical and industrial training. It is offered for fixed period of time. Basically internship is an opportunity for fresher's to observe, learn and understand the corporate culture, acquire knowledge and skills in their corresponding field which helps them in their further career development. It is carried out in the organization which suits the area of specialization. It provides the opportunity to understand how the knowledge acquired through the lectures, group discussion and formal study is applied in real working situation. This will help both the intern and company to build up mutual understanding. Similarly, the assigned responsibilities during the internship period help to enhance the interpersonal and communicative skills and boosts up the confidence level as well.

Apply Job is a worldwide dynamic stage where people can explore meaningful opportunities. It is as of now giving an internet job portal service but on long term run it'll too be running its claim ecommerce location where items can be seen in 3D. The main mission of Applyjob.com is to create world of work a more open, better put for professional over the around the world. Since launch of the company, Applyjob.com teams have built a unique and growing talent pool of tens of thousands of professional people looking for new opportunities, whatever people personal circumstances, for company's network of forward thinking businesses to jump into. By sourcing flexible and non-flexible roles from clients, offering training and skills sessions to people and the businesses they work in, and opening up opportunities through company's network and initiatives, company move all onward and upwards in people's careers and provide fresh, skilled and hungry talents for clients.

2. ORGANIZATION'S BACKGROUND

2.1 HISTORY



Figure 2. 1: Applyjob.com

Applyjob.com was launched in March 2017 at New Baneshwor, Kathmandu. After that it launches in New Baneshwor, Kathmandu, Nepal. On December 2018, Applyjob opened its office in New Delhi, India. Similarly, on January 2019, Applyjob extended its operation in Kuala Lumpur, Malaysia. On February 2019, Applyjob established Applyjob Worldwide, Inc. in San Francisco, USA and also on the same month opened its office in Colombo, Sri Lanka and Male, Maldives. As of this year, on the early January, Applyjob has opened its new office in New South Wales, Australia.

The main purpose to establish this company is to help unemployed persons to look after different jobs listed by different countries throughout the world.

2.2 MISSION

- a. Make the world of work more accessible, better place for professional across the worldwide.
- b. Help job seekers to find a job.
- c. Ensure best customer satisfaction
- d. Ensure the quality of products and services.
- e. Provide employment to new faces and new idea creators for betterment of future.
- f. Work tirelessly for the betterment of the country's economy sector.

2.3 OBJECTIVES

- a. To make new innovative technology more efficient, convenient, safe and reliable throughout the world. To build an organization where the new, best and most creative minds can work without any boundaries and barriers.
- b. To build an organization where the new, best and most creative minds can work without any boundaries and barriers.
- c. To gain the assurance of the clients by giving their top quality services.

2.4 PRODUCTS/SERVICES

- a. Products:
 - i. Job Portal Site
 - ii. Social Site merged in job portal site
- b. Services
 - i. Post job offerings
 - ii. Search and apply offered jobs
 - iii. Chat with friends
 - iv. Increase new connections

2.5 MANAGEMENT STRUCTURE

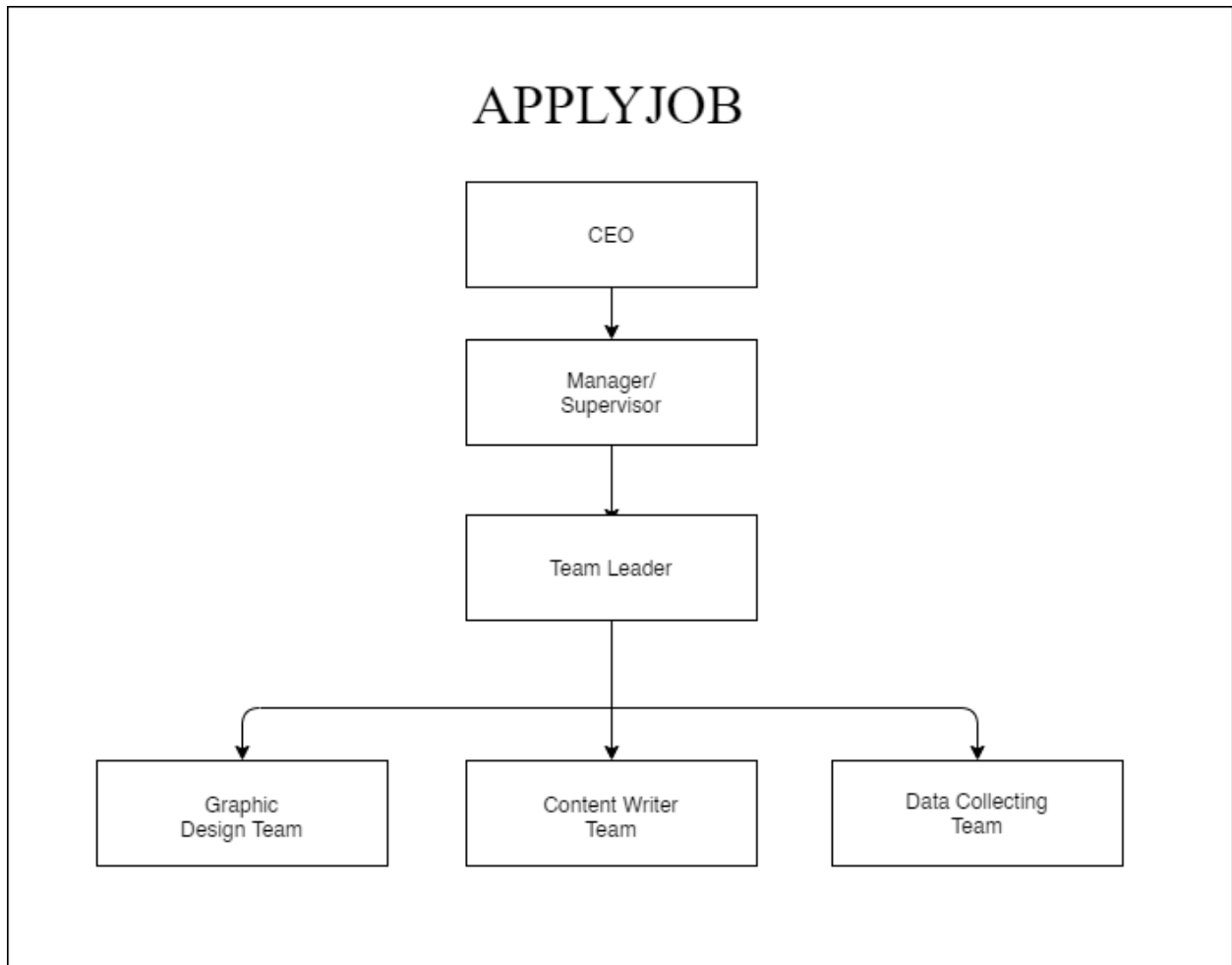


Figure 2. 2 Organization Structure

3. JOB FUNCTION / TASK

3.1 TASK DESCRIPTION

During my period at Applyjob, I had to perform the following task:

a. Email Marketing

I was given the task to forward email to multiple company's which contained information about the company. So first of all I created my digital signature containing company's name, address, phone number and logo. Then I forwarded email to those company which were listed and provided to me.

b. CV Collection

I was also given a task to collect cv as per the job requirement. So I created job post and posted on different social media sites like LinkedIn and Facebook. I also personally chatted with the individual on social media who were interested on joining for job opportunities by looking at my job post.

c. Graphic Designing

I was assigned at graphic designing team. I had to create the poster for job vacancies. I also had to create motion graphic video advertisement to post on the cover of Applyjob's Facebook account.

d. Content Writing

For a brief time, I had to write contents for the introductory presentation on Applyjob and its scope. I also created dialogues and monologues during email marketing process to pursue any interested candidate.

3.2 TASK CHALLENGE

3.2.1 PROBLEMS ENCOUNTERED

During my internship, I had faced following problems:

- a. Difficulty to communicate people in social medias.

- b. Took some time to get more familiar to digital marketing.
- c. Difficulty in gathering CV's as I was not trained perfectly.
- d. Difficulty in designing posts as I was new to related topics.
- e. Took some long time to get more knowledge about SEO mostly to research keywords and terms to use.

3.2.2 METHOD/TECHNIQUES ON HANDLING THE PROBLEMS

The following are the techniques or methods on how I handled the problem that arose during my internship:

- a. Company use to provide training about communication skill from which improved and made strong myself.
- b. To solve the problem of designing there was graphics team which was really helpful for me.
- c. Some suggestions and methods were shared by the trained employee of applyjob.com in order to collect CV.
- d. I got help with my friends about digital marketing which made really easy for us.
- e. Some suggestions and ideas was shared by the trained employee of applyjob.com in order to research about SEO.

3.3 SUMMARY OF EXPERIENCE GAINED

3.3.1 SKILLS GAINED

a. Technical Skill

- i. Got more familiar with the elements of Digital Marketing
- ii. Learned more on the usage of social medias like Facebook and LinkedIn for marketing
- iii. Learned how to use tools like Outlook, Excel, Google Spreadsheet
- iv. Learned tools used for Graphic Designing such as Photoshop, After Effects and Premier Pro.

b. Soft Skill

i. Communication Skill

We had to communicate individually to each person who were interested in the job vacancy posts and had to acquire their cv. We also had to do presentation on different topic to improve our communication skill.

ii. Planning Skill

We had to come up with a strategy for each project so that it can reach more audiences. We also created plan to counter any possible future threats.

iii. Time Management

There was a strict rule regarding arrival time of each employee. Every employee had to come on the specific time which helped us to manage our time.

4. CONCLUSION

In conclusion I believe internship is an important and a very helpful factor for the students as it serves as a stepping stone on pursuing their goals and dreams of being a professional on their chosen field. This internship not only helps to gain more knowledge and skills about the chosen field on the trainees, but also develops one's sense of responsibility towards work. Seeing and having the chance to taste the real world of the future career gave a huge impact on us and gave us the determination to continue to walk on the path of our career.

I was able to perform the theories in real life that were taught to us in our college. Even though 3 months is not enough to learn everything, it was enough to have a glimpse on that our future career looked like.

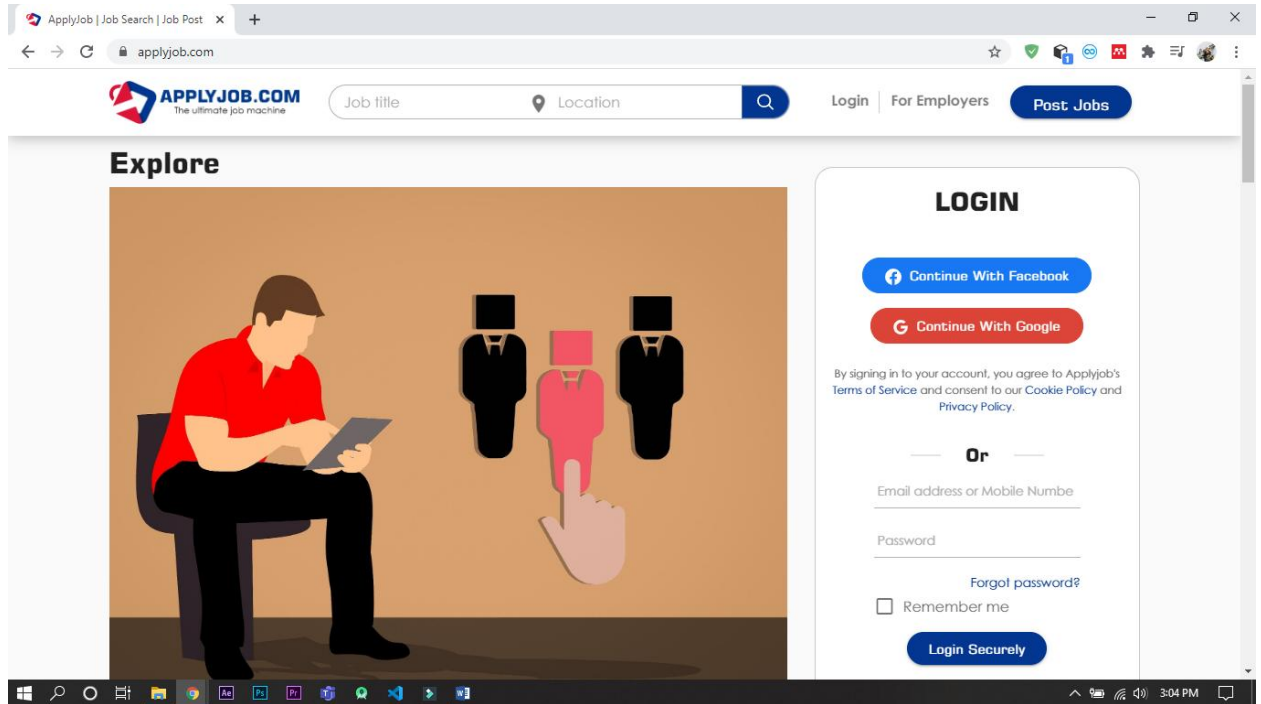
Applyjob created this opportunity and I am thankful for all the experiences and skills that I have learned during my internship.[2]

REFERENCES

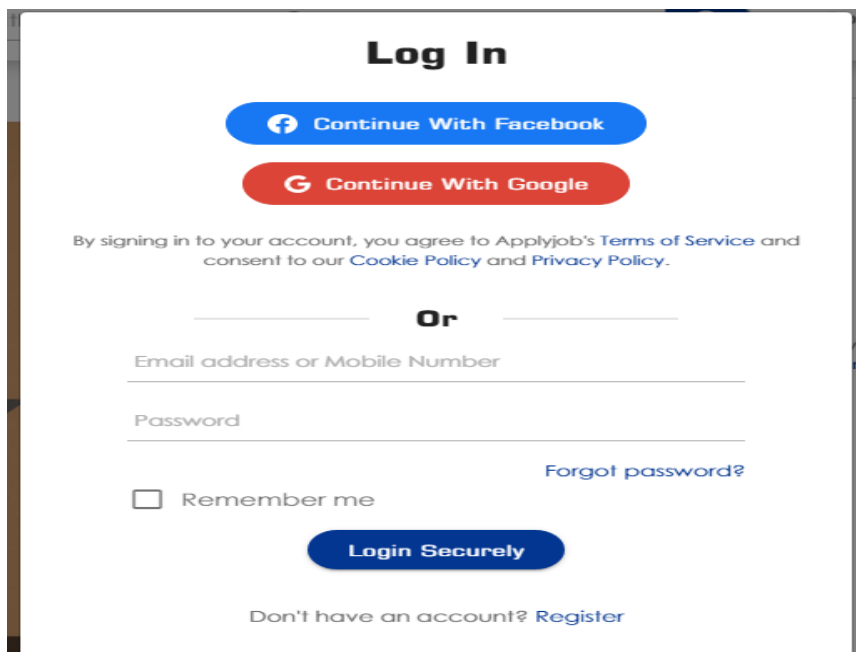
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APPENDIX A

1. Company Website Homepage



2. Sign in Page



3. Job List Page

The screenshot shows the 'All Jobs' section of the Apply4Job.com website. The top navigation bar includes a search bar for 'Job title' and 'Location', and a menu with links to Home, Connect, Jobs, Messages, Employer, Notifications, and Profile. The 'All Jobs' section features a list of job listings with filters for Type, Level, and Date. The first listing is for 'Full stack developer vuejs and laravel Jobs (10)' by alpasal.com, located in Kathmandu, New Baneshwer, with a salary range of NPR[25000-45000] and 25 remaining days. The second listing is for 'UI/UX Designer (2)' by a Reputed Company in Kathmandu, Nepal, with a negotiable salary and 86 remaining days. The third listing is for 'Looking For HR Professionals (Work from Home / Freelance / Permanent) (1)' by a Reputed Company in Kathmandu, Nepal, with a negotiable salary and 257 remaining days. The fourth listing is for 'Flutter Developer (5)'. A detailed view of the first job is shown on the right, including the job title, location, salary, and a job description. The job description states: 'Roles and Responsibilities: • Your primary focus will be developing interactive Vue.js applications. • You will ensure that you produce robust, secure, and maintainable code. You will coordinate with other team members.' A 'Messenger' button is visible at the bottom right.

4. Profile Page

The screenshot shows the profile page of Pravat Chhetri on the Apply4Job.com website. The top navigation bar is the same as the Job List page. The profile section includes a profile picture, the name 'Pravat Chhetri', and the title 'Digital Marketing Intern' at 'Chalnakhel, Dakshinkali, Nepal'. There are buttons for 'Profile Resume' and 'Edit Profile Easily'. The profile shows 'Following 1' and 'Connections 38'. A 'View Pravat Chhetri's Posts' link and a 'Place Resume Video' button are also present. The 'About me' section describes Pravat as 'Friendly and Honest'. On the right, there is a large blue banner with the text 'CLICK More Jobs Expanding Worldwide'. Below the banner, the 'Recent jobs' section lists the same two jobs as the Job List page: 'Full stack developer vuejs and laravel Jobs' and 'UI/UX Designer'. A 'Messenger' button is visible at the bottom right.