

Proforma

Companies open to your department

Company :	Navi Technologies Pvt Ltd
Company Name :	Navi Technologies Pvt Ltd
Nature Of Business :	Navi is founded by Sachin Bansal & Ankit Agarwal to build consumer-centric and technology-driven businesses in the BFSI
Designation :	Graduate Trainee, CEO's Office
Tentative Job Location :	Bengaluru

Responsibilities:

- Ensure high productivity of the CEO's office.
- Improve current processes and coordinate organizational procedures for optimized efficiency and productivity.
- Help members of the executive support staff to perform their duties to the best of their ability.

Required Skills:

- Strong stakeholder management.
- Excellent written and verbal communication abilities.
- Adaptability (potential to take up roles in business in future)

Preferred Background:

- Fresher
- Any entrepreneurial experience is preferred

Department BT BS MT DoubleMajor dual dualB dualC Mdes MBA Phd MSc MSR

Eligibility :	AE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	BSBE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	CE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	CHE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	CSE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	EE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	ES	-	Y	N	-		Y	-	Y	-	-	N	-	-
	ME	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	MSE	Y	-	N	Y		Y	Y	Y	-	-	N	-	N
	PHY	-	Y	-	Y		Y	Y	Y	-	-	N	N	-
	CHM	-	Y	-	Y		Y	Y	Y	-	-	N	N	-
	MTH	-	Y	-	Y		Y	Y	Y	-	-	N	N	-
	ECO	-	Y	-	Y		Y	Y	Y	-	-	N	-	-
	DES	-	-	-	-		-	-	Y	N	-	N	-	-
	IME	-	-	N	-		-	Y	Y	-	N	N	-	-
	CGS	-	-	-	-		-	-	-	-	-	N	-	N
	HSS	-	-	-	-		-	-	-	-	-	N	-	-
	EEM	-	-	N	-		-	Y	-	-	-	N	-	-
	MSP	-	-	N	-		-	-	-	-	-	N	-	-
	NET	-	-	N	-		-	Y	-	-	-	N	-	-
	PSE	-	-	N	-		-	Y	-	-	-	N	-	N
	Stats	-	-	-	-		-	-	-	-	-	N	N	-

Components Amount Notes

Cost to Company :	Basic	810000	
	HRA	324000	
	Telephone	60000	
	LTA	90000	
	Special Allowance	494400	
	Company contribution to PF	21600	
	Total Base Pay	1800000	
	Variable Pay	200000	
	TCC	2000000	
	Joining Bonus 1st year	200000	One time payout with 1st payroll
	Retention Bonus 2nd year	200000	One time payout with 13th payroll
	ESOPs	500000	4 yr vesting - 25% per year = INR 1.25 Lacs

Package Details :	Settlement Allowance	75000	One time payout with 1st payroll
	Components	Amount	Notes
	Basic	810000	
	HRA	324000	
	Telephone	60000	
	LTA	90000	
	Special Allowance	494400	
	Company contribution to PF	21600	
	Total Base Pay	1800000	
	Variable Pay	200000	
	TCC	2000000	
	Joining Bonus 1st year	200000	One time payout with 1st payroll
	Retention Bonus 2nd year	200000	One time payout with 13th payroll
	ESOPs	5000000	4 yr vesting - 25% per year = INR 1.25 Lacs
	Settlement Allowance	75000	One time payout with 1st payroll
Bond :	False		
Medical Requirements :			
Resume Shortlist :	True		
Resume Shortlist Criteria:	N/A		
Aptitude Test:	True		
Aptitude Test Duration:	N/A		
Group Discussion:	False		
Technical Test:	False		
Technical Interview:	True		
Technical Interview Duration:	N/A		
Number of Techincal Interview Rounds:	3		
HR Interview:	True		
HR Interview Duration:	N/A		
