




Tajul Automations





About Us

At Tajul Automations, we are the pioneers of a sustainable energy future. As a leading solar power plant installation firm, we are dedicated to harnessing the infinite power of the sun to create a cleaner, greener, and more resilient world.

 Our Vision: Empowering communities with reliable, renewable energy solutions that not only reduce carbon emissions but also create a brighter future for generations to come.

We started on **September 2020** during the pandemic worldwide lockdown as a startup and now we have a team of 12 people and till date we have successfully executed more than **2 Mega Watt** power plant projects in the vicinity of Nagpur and a lot more to go



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Our Premise



Along with **Tajul Automations** We also have established a retail outlet for all the products required for Rooftop Solar power plant Installation in the name of **Solar Shoppee**

Our Values



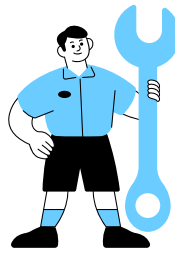
Balance

Our sense of balance comes from spending our time in a way that allows us to express most or all of our core values



Team Work

Strategically building a team for important projects is an efficient way to tackle any challenges



Hard Work

We never hesitate to work hard and achieve our targets on time

WE ARE HIREING

OPENINGS FOR JOB:

- **BUSINESS DEVELOPMENT
EXECUTIVE/MANAGER**
- **DIGITAL MARKETING EXECUTIVE**
- **PERSONAL ASSISTANT (PA)/
ADMINISTRATIVE ASSISTANT**
- **BACKOFFICE & ACCOUNT EXECUTIVE**
- **GRAPHIC DESIGNER**
- **ON FIELD EXECUTIVE**



BUSINESS DEVELOPMENT EXECUTIVE/MANAGER

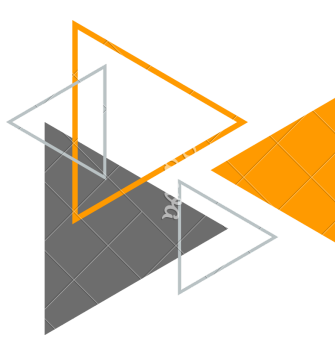

Position Overview:

The Business Development Executive/Manager is a key role within the company, responsible for identifying new business opportunities, building relationships with potential clients, and driving the growth of the organization. The role involves strategic planning, market research, sales generation, and collaboration with cross-functional teams to achieve business objectives.

Responsibilities:

1. Market Research and Analysis
2. Lead Generation and Prospecting
3. Relationship Building
4. Proposal Development
5. Sales and Revenue Generation
6. Strategic Planning
7. Cross-Functional Collaboration
8. Networking and Representation
9. Pipeline Management and Reporting:

Join our team as a Business Development Executive/Manager and contribute to the growth and success of our brand With your business development skills.



DIGITAL MARKETING EXECUTIVE

Position Overview:

As a Digital Marketing Executive, you will play a pivotal role in developing and implementing digital marketing strategies to drive online presence, brand awareness, and customer engagement. You will be responsible for utilizing various digital channels and platforms to create, manage, and optimize marketing campaigns that effectively reach and resonate with the target audience.

Key Responsibilities:

1. Digital Strategy Development
2. Content Creation and Management
3. Social Media Management
4. Paid Advertising
5. Email Marketing
6. Analytics and Reporting
7. SEO and SEM
8. Collaborations and Partnerships

Join our team as a Digital Marketing Executive and contribute to the growth and success of our brand in the digital landscape.



Personal Assistant (PA) / Administrative Assistant


Position Overview:

As a Personal Assistant (PA) / Administrative Assistant, you will play a crucial role in supporting the efficient operation of the organization by providing administrative and organizational assistance to executives, managers, or a specific department. Your responsibilities will encompass a range of tasks aimed at ensuring smooth workflow, effective communication, and successful coordination within the company.

Key Responsibilities:

1. Calendar Management
2. Communication and Correspondence
3. Arranging Client Meetings
4. Administrative Support
5. Meeting Minutes Recording
6. Office Management
7. Data Entry and Record Keeping
8. Time Management and Prioritization

Join our team as a Personal Assistant / Administrative Assistant and contribute to the smooth operation of our organization by providing essential administrative support.





The Back Office and Accounts Executive


Position Overview:

The Back Office and Accounts Executive plays a critical role in supporting the financial operations of the organization by managing various back-office tasks and accounting functions. This role involves ensuring accurate financial records, efficient client database \management along with their Liaoning documentation , and contributing to the overall financial health of the company.

Key Responsibilities:

1. Financial Data Management
2. Accounts Payable and Receivable
3. Online applications for Liaoning on MSEDCL Website
4. Expense Management
5. Documentation and Filing and Keeping Records of Clients
6. Vendor and Supplier Management
7. Assist in Audits
8. Compliance and Regulations
9. Back-Office Coordination

Join our team as a Back Office and Accounts Executive to contribute to the financial well-being of our organization through accurate financial data management and efficient back-office operations.



GRAPHIC DESIGNER



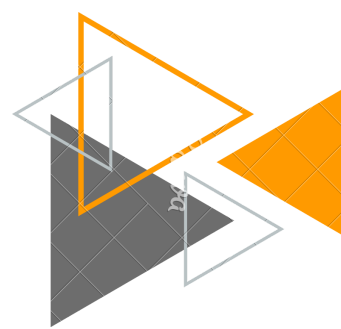
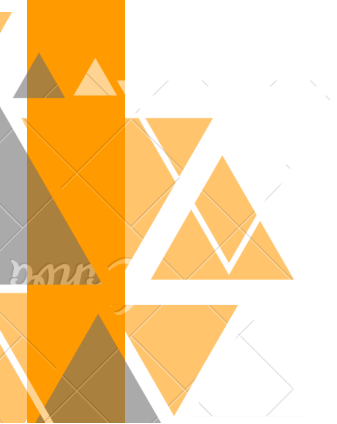
Position Overview:

As a Graphic Designer, you will be responsible for creating visually appealing and impactful designs that communicate ideas, concepts, and messages effectively. You will collaborate with cross-functional teams to produce a wide range of design materials that align with the company's brand identity and marketing objectives.

Key Responsibilities:

1. Visual Design
2. Brand Identity
3. Digital Design
4. Print Design
5. Collaborative Work
6. Creative Strategy
7. Image Editing and Enhancement
8. Feedback and Iteration

Join our team as a Graphic Designer and contribute your creative expertise to visually captivate our audience and elevate our brand's visual communication.



ON-FIELD LICENSING AGENT

Position Overview:

As an On-Field Licensing Agent for a Solar Firm, you will play a vital role in facilitating communication, coordination, and relationship-building between the company and various MSEDCL Officials , and other relevant entities. Your responsibilities will focus on securing necessary permits, approvals, and support for solar projects, ensuring regulatory compliance, and fostering positive engagement.

Key Responsibilities:

1. Relation Building
2. Permitting and Approvals
3. Complaint Resolution
4. Community Relations
5. Site Visits and Inspections
6. Documentation and Reporting
7. Data Management
8. Calendar Management
9. Cross-Functional Collaboration

Join our solar firm as an On-Field Liaoning Agent to play a vital role in advancing sustainable energy solutions while ensuring compliance, fostering positive relationships, and contributing to the success of our solar projects.