JOB DESCRIPTION

ARIHANT GROUP
Shaping the future
An ISO 9001:2008 Certified Company

TITLE: CRM and Marketing Intern
Effective date: 19th December'22
Name: Ms. Rimple Nimmiwal
CTC: Rs. 72000/ 6 months, Conveyance for all site visits.
Incentives: .75% on Sale of Unit

GENERAL PURPOSE:

To Learn about CRM, Relevant legal laws of RERA and Apartment act, Typing and printing all agreements and registries, Converting referral leads of existing customers into new sales, Assist Ram Kishore Singh in Client dealing, TO learn google digital marketing.

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1.) Assist the existing back office staff to create a smooth functioning in the CRM and back office operations of the company.
2.) To boost referral sales and customer experience in dealing with Arihant Group.
3.) To meet with customers personally and take care of their grievances.
4.) To make digital creatives on festivals for the company
5.) To use Personal data to for more sales conversion.
6.) To boost more associates with the group and to convert all relationships into better sales for the group.
7.) To take weekly reports on maintenance of buildings, collections and to sort out grievances if any.
8.) To work on digital marketing and branding of the company in the market and to place the company brand in the reliable affordable housing segment.
9.) To take Rental targets for buildings and achieve them with help from Mr. Ramkishore Singh.
10.) To constantly update yourself and train junior staff regarding RERA, Apartment Act and other laws relevant in the field of real estate.

IMPORTANT SKILLS TO BE DEVELOPED: Excellent communication skills, Superior knowledge of business functions and Relevant legal laws, Negotiations and conflict management , Proactive nature, Good interpersonal skills, Digital marketing skills.

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TIMELINE: The contract is for 6 months form today's effective date i.e 19th December'2022. In any way, the contract can only be void by giving 1 month notice period by either party.

LEGAL BINDING: The above contract will be legally binding and also includes a NON-DISCLOSURE CLAUSE. Any data of the company is private and the employee agrees to abide to keep it private and safe.

Important Details

Company E-mail ID-
Company phone number –
Extension number for your Desk-110
Website- Www.arihantgroupjaipur.com
Company no- 9057877877

Office timings are 10:30 AM- 6:30 PM

For any query, Mail on Info@arihantshivank.com .

I hope we collaborate and go on to achieve great things.
True excellence is only a product of synergy.

Best wishes

Ripul Goel
(Director-ARIHANT GROUP)

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Date – 14th July -2023

TO WHOM-SO-EVER-IT MAY CONCERN

This is to certify that Ms. Rimple Nimiwal Daughter of Mr. Diwan Chand Nimiwal Worked as CRM and Lead Management Executive in our company from 19th Dec-2022 to 14th July-2023. During her working period we found her a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. She is humble in nature and her work was to the satisfaction as per the company level. We have no objection to allow her to work in any better position in any company she chooses in the future.

We wish her success in all her future endevours.

Sincerely

Rishabh Goel

Director

For Arihant Dream Infra Projects Ltd

Authorised Signatory

Arihant Dream Infra Projects Ltd.