



SARVAJANIK EDUCATION SOCIETY
SMT. SHARDARANI RAMESHCHANDER



Report on Final Campus Placement for Allen Career Institute on 4th April, 2018 at S. R. Luthra Institute of Management



Quick Details

Employer	Allen Career Institute
Date of Interview	4 th April, 2018
Designation Offered	Public Relations Officer and Counsellor/ Front Office Executive
Maximum Earning Potential	INR 4,50,000 p.a. and INR 3,00,000 p.a. respectively
Interview conducted by	Aditya Bhatt (Public Relations Officer) and Mukesh Bhola (Zonal Head)
No. of students Appeared	71
No. of Students Selected	03

Company Overview

In 1988, Shri Rajesh Maheshwari started with just eight students and after a few months Dr. K.G.Vaishnava, the eminent professor of Biology also joined him. It was the only institute of its time which provided coaching for all Science subjects i.e. Physics, Chemistry, Biology and Mathematics

under one roof. This strong association became the foundation stone of the revolutionary Pre-Medical coaching institute of that time.

New heights of success were scaled year after year. The Institute achieved remarkable Landmark of 12 selections in Rajasthan PMT in the year 1991.

Meanwhile, Er. Brajesh Maheshwari, a dynamic person with excellent engineering background joined the team. The consistent and ideal team efforts of faculty members, the vivid educational philosophy of all the HODs and the visionary administration of Shri Rajesh Maheshwari altogether laid the path of glorious success, which led the institute to achieve First Rank in Rajasthan PMT in 1995. Since then, ALLEN is known to create 'never before' benchmarks. The past achievements were complemented with remarkable progress when our Classroom Coaching Students bagged the All India First Ranks in both the prestigious examinations of India, JEE Advanced 2014 and AIPMT 2014 respectively. In 2016, ALLEN broke it's own stupendous records of previous year results by becoming the first ever Institute of the country to produce All India Ranks 1,2,3 in both JEE Advanced and NEET- UG from classroom.

Job Profile

Designation Offered	Public Relations Officer and Counsellor/ Front Office Executive
Roles and Responsibilities	<p><i>Public Relations Officer</i></p> <ol style="list-style-type: none"> 1. Excellent client facing skills, interpersonal skills, communication skills, motivated, energetic and keen to learning new skills and business environment. 2. An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities. 3. Working with all departments & the management team & handle multiple tasks. 4. Well versed with educational Pedagogy as well as Andragogy 5. Proficiency in computer operations – MS Office 6. Counsel the parents & students 7. Relationship building with Parents/Students 8. Calling on Students/Parents whenever required like Seminar/Workshop /Students Meet/Events etc. <p><i>Counsellor/ Front Office Executive</i></p>

	<ol style="list-style-type: none"> 1. Excellent client facing skills, interpersonal skills, communication skills, motivated, energetic and keen to learning new skills and business environment 2. Students/Parent Counselling 3. Calling on Walk In & Talk In Data 4. Manage Front Office 5. Manage Software Entries 6. Manage In Bound Call Entries 7. Cordinate with Academic Members
Package (MEP)	INR 4,50,000 p.a. and INR 3,00,000 p.a. respectively
Location	Surat, Ahmadabad, Vadodara, Rajkot
Eligibility Criteria	-

Selection Process

55 students appeared for the Pre Placement Talk out of which 43 students appeared for the first round of Group Discussion, from which 19 students were shortlisted for the next round of Group Discussion. 6 students were shortlisted for the final round of Personal interview out of which 3 students were finally selected for the above designation.