



SARVAJANIK EDUCATION SOCIETY
SMT. SHARDARANI RAMESHCHANDER



Report on Final Campus Placement for ALLEN Career Institute on 22nd January 2019 at S. R. Luthra Institute of Management



Company Overview

ALLEN Career Institute is a pioneer institute in the field of coaching for competitive exams. Founded on April 18, 1988 and named in the loving memory of Late Shri Laxmi Narayan Maheshwari, father of four brothers Shri Rajesh , Shri Govind, Shri Naveen & Shri Brajesh Maheshwari, Allen has today become a synonym of SUCCESS.

Quick Details

Employer	ALLEN Career Institute
Date of Interview	22 nd January 2019
Designation Offered	Public Relations Officer, Accounts & Commercial Executive, Counsellor
Maximum Earning Potential	INR 2,16,000 p.a. for all the three designations
Eligibility Criteria	Only for Male students (Finance Specialization) for Accounts & Commercial Executive
Interview Conducted by	Mr. Sandeep Jain (Administrative Head), Ms. Kanwaljeet (Faculty), Ms. Preksha Pagaria (PRO), Mr. Akash Adeshara (PRO), Mr. Tushar Shrivastava (Assistant Controller)
No. of students Appeared	03
No. of Students Selected	00, 00, 02 respectively for the aforementioned designations

Job Profile

Roles and Responsibilities:

Public Relations Officer

Facing clients, interpersonal skills, motivated, energetic, keen to learn new skills, communication and presentation skills, work with all department, well versed with educational pedagogy and andragogy, counsel parents and students, relationship building with parents and students, calling parents and students for seminar, workshop, students' meet, events etc.

Accounts and Commercial Executive

Facing clients, interpersonal skills, motivated, energetic, keen to learn new skills, able to work on various software, coordinating with head office in Kota for fee updates and day to day expenses, proficiency in computer operations, working with all departments, well versed with finance terminologies and government policies.

Counselor

Student/ parents counseling, calling on walk in and talk in data, manage front office, manage software entries, manage inbound call entries, coordinate with academic members

Location: Surat

	Pre-Placement Talk	Stage 1 Group Discussion	Stage 2 Personal Interview	Stage 4 Final Personal Interview
	Appeared	Appeared	Appeared	Selected
# Students	03	03	02	00 for the first two designations and 02 for the designation of Counselor

Out of total 03 students appeared for the aforementioned designations, no students were selected for the first two posts, whereas 02 students were selected for the designation of Counsellor.