

Sophiya Consultants

We are writing to express interest in participating in the recruitment session at your College/University for the final year students (or B.Com, BA in English Honors, 2018).

The varied role would be Junior/ Assistant Manager, English Trainer, Counselor, Assistant Accountant and Field Manager. The locations would be Patiala, Chandigarh, Jalandhar, Bathinda, and Amritsar. Currently, we have six openings for all the above-mentioned positions except one position for Field Manager and two for Assistant Accountant. In case, we find exceptional talent and participation, we could raise our hiring number.

A brief about the company:

Established in 1997, Sophiya Consultants with a vision to bring productive change in our generation. It is a service industry which doesn't need any introduction as it's much on every intellectual and ambitious person's mouth. The office in **Australia** also deals with serving its clients with the same unbiased rules for their working staff. It has another sister concern 'Sophiya Institute', with a vision to convert people's dreams into desires. It has been renowned and reputed from their ethical and professional work environment. The diligence, sincerity and professionalism gave it many achievements and recognition by renowned organizations, such as British Council, Cambridge University, Pearson Testing and more than hundreds of International Education Providers in their different ways. Safe, friendly and learning environment make it trustworthy by its prospective employees and their families. Hi-Tech, modern, well- equipped infrastructure are few features making it outstanding among other service industries located at the above mentioned locations. In near future, more branches are coming up with some more additions in its products and services like conducting Permanent resident Cases for Australia other than student visa consultancy for various developing countries like US, UK, Canada, Australia, New Zealand and many others. The flourishing business in education, training students for their English competitive examinations like IELTS, PTE, TOEFL, etc. is an evidence of rocketing growth in near future. Our website 'Sophiya Consultants' speak on its own about our successful journey.

A brief about the role: (Company will provide the initial training of around 1-2 weeks related to the job profile)

The role of Junior/ Assistant Manager would require the following skills:

- **Managerial Skills:** Managing all facilities needed for serving clients and business associates as per their enrollment in different sector of institute or consultancy.
- **Leadership Skills:** Supervising associates and managing a team of various fields.
- **Strong Communication Skills:** Interact with various stakeholders in the consultancy and education departments.

The role of Counselor would require the following skills:

- **Counseling skills:** Counsel the client clearly and carefully to make them understand about the desired product or service.

- Report Maintenance: Maintain reports required by the office and other stakeholders.
- Strong Communication Skills: Interact with various stakeholders in the education departments.

The role of English Trainer would require the following skills:

- Strong Communication Skills: Interact with various stakeholders in the education departments.
- Proper Language knowledge including Grammar.
- Patience

Note: The job is available for Part time –minimum 5hr and Full time- 9hr

The role of Assistant Accountant would require the following skills:

- Managerial Skills: Managing all projected expenses and incomes needed in different sector of institute or consultancy.
- Account Maintenance: Daybook, balance Sheets, annual return basic knowledge and update relevant laws.

Remuneration: The salary package starting from 1.6 Lac pa to 5 Lac pa. If we like the candidate, we would offer him/ her incentives and some allowances.

Kindly let us know the next steps; we would be glad to take it forward.

Look forward to hiring great talents from the University.

Dear Placement Coordinator,

Can the resumes of the candidates be sent to us and we take the initial HR round of discussion on phone followed by the Face-to-Face discussion and an assessment round?

We want the final shortlisted students to come down to our office for face to face discussion, wherein the final remuneration will also be decided and henceforth we can release the offer letter.

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www.sophiyaconsultants.com