

**GOVT. OF WEST BENGAL  
GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION  
210, B.B. GANGULY STREET,  
KOLKATA-700 012**

**Office Circular 35**

**Date : 09.05.2022**

This is of information for all students of B.Com (H) Sixth Semester that a reputed organisation **Agile Capital Services Pvt Ltd.** is organising a **Summer Internship Programme** for our students. The relevant information about the Internship is given at the end of this Circular for your reference.

The online registration link for this Internship programme is as follows:

<https://forms.gle/eJQULTQyzAujvYU8A>

The students are also requested to fill in the following G -form .

<https://forms.gle/6YiXeXRyTv2Pw2M76>

Last date of registration : **May 11,2022.**

The interested students are requested to register immediately to avail of this opportunity.



Principal  
GCC&BA

## **Company Profile and Internship Details:**

### **ABOUT AGILE CAPITAL SERVICES**

Agile Capital Services is one of the India's Emerging Consulting Firm. At ACS, we provide Wealth Management Services to high and ultra-high-net-worth individuals (HNIS & UHNIS). We are also a trustworthy partner for more than 250 clients PAN India. Our highly trained and specialized team engage with clients from across the country. In addition to our custom-designed solutions, we focus on 'un-complicating' process of investment for each client. Keeping in mind the most critical needs in today's context, we emerged as a service partner of Various Banks providing a one stop Solution offering a gamut of services – Training & development, Talent Acquisition Partner, Portfolio Management. “Thus, our mission is to establish high standards of professional etiquettes and to effectively facilitate a comprehensive and accomplished system through our exceptional training solutions. We understand the multiple needs of business world and recognize that there is a gap in what enterprises expect and what people perform. We can meet the needs from a single source, with the facilities, resources and learning expertise to fully achieve the desired goals .At AGILE CAPITAL, we cater to financial needs of individual and corporate clients.

### **BENEFITS OF SUMMER INTERNSHIP PROGRAMM**

- During Summer Internship Programme, Students will get a chance to experience real-time corporate culture.
- SIP also helps in shaping the career of the students by providing Industrial experience and insights.
- It is considered as the most pragmatic way for Management Graduates to apply their Skills and Knowledge and develop professionally.
- Students are encouraged to identify their interested domain they want to work in.
- They also get a chance to work with Corporate Professionals and gain some Valuable Experience.

### **SPECIALIZATIONS:**

- Marketing (CORE)
- Marketing & Finance
- Marketing & HR

### **STIPEND CRITERIA:**

- Interns will be getting a **Stipend upto 14k** subject to Performance of the intern.

### **INCLUSIONS:**

- Total tenure of the Summer Internship Programme will be for 2 Months (flexible).
- Students will be getting Completion, Achievements and Experience Certificates from the company.
- **Opportunity to represent organisation on International grounds.**
- Students will be selected for **Domestic / International Conventions** on the basis of their Performance.

- Students will get **exposure in all domains of management.**
- There will be opportunities for students to **win & get exciting contest prizes** from the organisation.
- ACS also provides **Pre-Placement Opportunity** to Best Performers.

**SKILLS REQUIRED:**

- Effective communication skills (verbal & written)
- Adequate knowledge of MS Office (Word, Power-point, Excel, etc.)
- Able to work in flexible hours.
- Fine knowledge of social media and digital marketing basics.
- Corporate decorum.

**ELIGIBILITY:**

- **MBA/ PGDM/ BBA/ BCOM**

**ORIENTATION / INDUCTION:**

Interns would be familiarized with the basic Knowledge of Corporate World and how every department work with basic Information about HR, Marketing, Finance & Taxation physically or through online mode via Zoom / Google meet.

**ROLES AND RESPONSIBILITES**

<b><u>MARKETING</u></b>	<b><u>HUMAN RESOURCE</u></b>	<b><u>FINANCE</u></b>
<ul style="list-style-type: none"> <li>• Pitching of product</li> <li>• Matching Needs with Product Benefits</li> <li>• Product Positioning</li> <li>• Lead Generation</li> <li>• Business Development</li> <li>• Primary &amp; Secondary Market Research</li> <li>• Handling client queries</li> <li>• Managing Portfolios</li> <li>• Cross – Selling</li> <li>• Handling existing HNIs</li> <li>• Providing services to customers</li> <li>• Relationship Management</li> </ul>	<ul style="list-style-type: none"> <li>• Collecting data from desired sources.</li> <li>• Recruitment &amp; Selection</li> <li>• On Boarding Formalities</li> <li>• Gathering, Storing &amp; Accessing Employee information</li> <li>• Understanding CTC Calculations</li> <li>• Primary Screening of Resumes</li> <li>• Scheduling of Interviews</li> <li>• Part of Employee Engagement Team</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction (Setting the Context)</li> <li>• Basics</li> <li>• Classifying your Market Activity</li> <li>• Understanding FSA Analysis</li> <li>• Understanding Ratio Analysis</li> <li>• Understanding Taxation Calculations</li> <li>• Financial Market Research</li> </ul>

## **INTERNSHIP PROFILE**

- The internship programme in our organization provide students with better understanding about each and every field especially **Marketing, Finance and HR.**
- The organisation provides the students with opportunities to excel their skill sets in different areas. Also the organisation provides hands on experience to the students in each and every field.
- Initial 10-12 days of training is provided to the students to learn and develop their understanding and skills. Through-out the whole training PROGRAMME the students are regularly mentored and evaluated by their respective manager via regular day to day activities and **KPI** analysis.
- After the training period is over, students are ready to face the real world experience.

<u><b>Days</b></u>	<u><b>PARTICULARS</b></u>
(10 – 12 days)	Training & Induction
(20 – 24 days)	Marketing & Sales Profile
(20 – 24 days)	Finance or HR Profile

- During the Internship Students will be preparing the Project Report which will be submitted to the Faculty guide and the Corporate Mentor.
- Corporate Mentor will help the students in preparing the project reports which will include Viva, Presentations, Surveys, on field experience, Content, etc.

## **Selection process**

Shortlisting of interviews through Telephonic Mode/Google Meet/ Zoom Meeting.