



**Greetings from O2Saver!!**

We are pleased to present this proposal to your esteemed college for the purpose of conducting a **campus recruitment drive** to hire fresh graduates for **Finance Analyst, Software Coordinator, Business Research Analyst, Content Creator, Business Analyst & HR Generalist roles**

Upon receiving your acceptance, our HR team will connect with you to coordinate the necessary arrangements and provide all required support to facilitate the recruitment process.

We also encourage you to share this opportunity with your group of institutions, so that eligible and interested candidates can participate as per the criteria outlined in the attached document.

We would be grateful if you could share details such as the **proposed dates, number of participating students**, and their **respective disciplines**, which will greatly assist us in preparing and organizing our recruitment team accordingly.

Please feel free to reach out to us if you have any questions or require further clarification.

Looking forward to your positive response and a fruitful association.

Warm regards,

**O2 Saver HR Team**



### **ELIGIBILITY :**

1. Graduates of the year 2024 are eligible to apply.
2. Students graduating in 2025 may also apply, provided their college has a pre-placement facility.
3. Candidates must have a minimum of 60% marks from undergraduate level onwards.
4. Both male and female candidates are eligible to apply.
5. Applicants must have no history of arrears.

### **LEARNING PARAMETERS DURING INTERNSHIP:**

1. Negotiation Techniques and Innovating thinking
2. Sales and Marketing techniques in brief
3. Types of Marketing techniques in brief
4. Business proposal
5. Customer Satisfaction Parameters
6. Market research and Operation plan for business
7. Handling customer and increasing the satisfaction of the customer
8. Sales training (Basic and Advanced)
9. Rejection handling
10. Customer Service
11. Difference between a prospect, customer and client
12. Sales Role play will be conducted
13. Goal setting
14. Know your geographical areas (Business planning)



**TAKE AWAY FROM THE INTERNSHIP:**

- Internship Completion Certificate
- Letter of Appreciation (LOA)

**SKILLS:**

- Candidate should have a good communication skills
- Goal oriented
- Time Management
- Dedicated and Punctual
- Ability to learn anything quickly
- Ability to work under pressure
- Basic Marketing and Sales Skills
- Consistent
- Leadership Skills



### **QUALIFICATION:**

- MBA in Marketing and HR
- MBA graduates from other specializations are also welcome to apply if they are interested in roles such as Finance Analyst, Software Coordinator, Business Research Analyst, Content Creator, Business Analyst, or HR Generalist.
- Graduates from B.Sc, M.Sc, B.Com, B.tech are also welcome to apply.

### **OPENING FOR THE JOB POSITION**

- Finance Analyst
- Software Coordinator
- Business Research Analyst
- Content Creator
- Business Analyst
- HR Generalist.

### **TENURE PERIOD OF INTERNSHIP:**

- Financial Analyst, Software Coordinator, Business Research Analyst – 3 months
- Content creator – 3 months
- Business Analyst – 3 months
- HR Generalist – 3months

### **PACKAGE AND CRITERIA FOR HIRING:**

- Internship performance will be observed
- Best performers will get hiring opportunity
- We will be selecting the best performers in the month
- CTC after hiring varies according to the performance and role 3LPA-5LPA for Financial Analyst, Software Coordinator, Business Research Analyst Hr Executive Content creator, Business Analyst & HR Generalist.



## **BUSINESS ANALYST**

### **JOB DESCRIPTION:**

We are looking for a highly analytical and detail-oriented Business Analyst to join our team. The ideal candidate will work closely with stakeholders to analyze business requirements, optimize processes, and support data-driven decision-making. This role plays a key part in enhancing our platform's capabilities and ensuring seamless user experiences for healthcare professionals and institutions.

### **RESPONSIBILITIES**

- Analyze existing healthcare networking systems and workflows.
- Identify inefficiencies and recommend process improvements.
- Ensure seamless collaboration between hospitals, clinics, and technology platforms.
- Work with stakeholders (hospitals, Clinics, healthcare IT teams) to understand business needs.
- Collaborating with the Doctpro project will be responsible for analyzing market trends, optimizing platform functionalities.
- Document business requirements and translate them into technical specifications.
- Ensure compliance with healthcare regulations Conduct research on healthcare networking trends.
- Analyze competitor strategies, industry benchmarks, and market positioning.
- Identify opportunities for partnerships with hospitals, clinics, and healthcare professionals.
- Monitor changes in healthcare policies that affect networking systems
- Analyze industry trends in healthcare networking and provider collaboration.
- Work with marketing teams to localize content for different countries and regions.
- Submit the reports on daily basis to the management
- Set goals together with the Project Manager



## **HR GENERALIST**

### **JOB DESCRIPTION:**

We are seeking an HR Generalist to manage a range of human resources functions, including recruitment, employee relations, compliance, performance management, and organizational development. The ideal candidate will contribute significantly to maintaining efficient HR operations and cultivating a positive and engaging workplace culture at DoctPro.

### **RESPONSIBILITIES:**

- Implement and maintain HR policies, procedures, and best practices to align with company goals.
- Manage employee relations, conflict resolution, and performance evaluations.
- Handle payroll, compensation, and benefits administration in compliance with labor laws.
- Ensure adherence to employment laws and regulations, providing guidance on compliance matters.
- Conduct employee training, development programs, and engagement activities.
- Maintain HR records, manage HRIS systems, and prepare reports on workforce metrics.
- Collaborate with leadership to support organizational development and talent management initiatives.
- Establish and maintain strong connections with HR managers in hospitals and healthcare institutions.
- Work closely with the marketing and sales teams to support talent acquisition and employer branding.
- Manage relationships with hospitals and healthcare facilities to strengthen DoctPro's network.
- Coordinate and collaborate with HR managers in various hospitals to facilitate partnerships.
- Report directly to the Project Manager and provide insights on HR-related initiatives and challenges.
- Set goals together with the Project Manager.



**RECRUITMENT PROCESS:**

**Round** - Telephonic Interview (General HR Round)

**REQUIRED DOCUMENTS FROM SELECTED CANDIDATES:**

- Recent Passport size Photos of copy is required
- Soft copy of certificates in support of your date of birth and education/professional qualifications
- Copy of Aadhar Card is Mandatory

**FOR MORE DETAILS MAIL US** —> [admin@doctpro.com](mailto:admin@doctpro.com)

Regards, Team O2Saver.