TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE
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ISO 21001:2018
Management Systems for
Education Organizations

51001:2018
Energy Management Systems

Ref. No: TIAS/TP/Campus/Notice/2024-25/81   **Date: 12-10-2024**

Notice

Dear All,

Please find an option for consideration. Interested candidate are required to register on the link latest by 13.10.2024

Apply link : https://forms.gle/5axUKUQmRE56Hja2A

Company Name : Dinan & Company LLC

Eligibility: BBA/BCA 2024 Passouts

We are pleased to inform you that we have two open positions for fresh graduates, with a full-time work-from-office role (New Delhi, Lado Sarai Near Saket). The CTC for these roles ranges between ₹3.2 Lacs and ₹3.6 Lacs per annum.
We are looking forward to connecting with talented individuals who are eager to join us.
Job Title: Database Cleanup and Update Specialist
Department: Research
Reports to: Research Manager
Location: New Delhi (On-Site)

About
We are seeking a meticulous and proactive Database Cleanup and Update Specialist to manage, clean, and update our Customer Relationship Management (CRM) database. The role involves verifying the accuracy of the records, updating outdated information, and ensuring that the database is a reliable resource for data mining company records. The successful candidate will play a
key role in maintaining the quality and integrity of our customer data, identifying, and correcting data inconsistencies, and adding new entries where necessary.

Qualification and Experience

• Education: Bachelor's degree
• Experience: 0-1 years of experience in database management, preferably in back-office operations
• Technical Skills:
• Strong Excel, MS-Word and PPT skills for data management and analysis.
• Proficient in sourcing detailed information from the internet using Google and other search engines.
• Familiarity with data validation tools. (Zoom Info, Grata, D&B etc)
Compensation: In line with industry standards

Thanks & Regards,
Dr. Nivedita
Head - Training and Placement Cell