



Training & Placement Cell



Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date – 11th January, 2025

Mittal Group Openings for B E and MBA students

We are Hiring!

MANAGEMENT TRAINEES

We are looking for a dynamic and self-motivated individual with a blend of technical and managerial skills to join our team as a Management Trainee. The ideal candidate should have a BE and MBA degree and proficiency in MS Office to support various projects and operations within the organization.

Responsibilities

- Assist in planning, executing, and monitoring departmental projects.
- Prepare and maintain detailed reports, presentations, and dashboards using MS Office tools (Excel, PowerPoint, Word, etc.).
- Support decision-making by analysing data and generating insights.
- Collaborate with cross-functional teams to achieve project goals.
- Contribute to process improvement initiatives and provide innovative ideas.
- Perform other duties as assigned by the team lead or manager.

Requirements

- EDUCATION: BE (ENGINEERING) AND MBA (MANAGEMENT).
- Technical Proficiency: Expertise in MS Office, particularly Excel (formulas, charts, pivot tables), PowerPoint (presentations), and Word (documentation).
- Strong analytical, problem-solving, and multitasking skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a fast-paced environment.



MITTAL GROUP
Since 1907

Send Your CV To:
Recruitment@mittalgroup.com



ANIL MISHRA
(Training & Placement Officer)