

**NOTICE**

**Department of Training & Placements**

Dated: 17-09-2021

Paperpedia Pvt. Ltd. will be conducting placement drive for MBA -2021/2022 students of Quantum University.

**Registration Link: -**

[https://docs.google.com/forms/d/e/1FAIpQLScuS1cwQzUGDIg303L3MHNN8o7GkF8nV4rqdUqahkl-PekqDA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScuS1cwQzUGDIg303L3MHNN8o7GkF8nV4rqdUqahkl-PekqDA/viewform?usp=pp_url)

**Link will expire 18.09.2021 at 5:00 PM**

Details are as follows.

Company Name	Paperpedia Pvt. Ltd.
Company Website	<a href="http://www.ppedia.net">www.ppedia.net</a>
About Company	Paperpedia is an educational consulting company dedicated to assist our clients from Australia, China, Canada, the UK, the US, and New Zealand, with academic research. The company has come a long way to become one of the most renowned research firms in education domain. Committed to excel customer service and exceed quality expectations of its customers, the company has been growing rapidly through client referrals and word-of-mouth recommendations.
Role and Responsibilities	<ol style="list-style-type: none"> <li><b>1. Full Time Academic Writer for Operation management, Supply chain Management and Logistics Management.</b></li> <li><b>2. Full Time Academic Writer for Management.</b></li> <li><b>3. Full Time Academic Writer for MBA-finance</b></li> </ol> <ul style="list-style-type: none"> <li>• Help students with their academics by offering step by step answers/examples.</li> <li>• Understand the client's requirements.</li> </ul>
Requirements and Skills	<p><b>Eligibility Criteria:</b></p> <p><b>Full Time Academic Writer for Operation management, Supply chain Management and Logistics Management</b></p> <p>MBA in Operation management, Supply chain Management and Logistics Management</p> <p>Must have a knowledge of MS Office- Excel, Word, Power Point and having knowing about –</p> <ul style="list-style-type: none"> <li>• Linear Programming/ LP+ Excel Solver (Mandatory)</li> <li>• Transportation Problem</li> <li>• EOQ (Economic Order Quantity Model)</li> <li>• Demand and Supply Forecasting</li> </ul>

- Transportation and Logistics mapping
- Probability for Demand Forecasting and Operations
- Candidates should have good command over the subject.
- Must have good communication skills, both written and spoken.
- Candidates should have 60% above through-out their academics.

**Skillset Required:**

- Academic Writing, Content Writing, Subject expertise – (Operation, SCM or Logistics) Research, Report writing.
- Skilled in Communication
- Strong academic background.
- Ability to resolve issues.
- Comprehensive knowledge about the product basket.
- Align individual goals to Organizational Goals.
- Comprehension, Composition and Problem-solving skills.

Commitment to quality and ability to manage performance and change.

**Full Time Academic Writer for Management**

MBA in Management and HRM, Marketing, IB,

MS Office- Excel, Word, Power Point.

- Candidates should have good command over the subject.
- Must have good communication skills, both written and spoken.
- Candidates should have 60% above through-out their academics

**Skillset Required:**

- Skilled in Communication
- Strong academic background.
- Ability to resolve issues.
- Comprehensive knowledge about the product basket.
- Align individual goals to Organizational Goals.
- Comprehension, Composition and Problem-solving skills.
- Commitment to quality and ability to manage performance and change.

**Full Time Academic Writer for MBA-finance**

MBA in Finance

Academic Writing, Academic Research, Subject expertise – (Finance) Research, Report writing. Quantitative Finance (DCF, Bond Valuation, Regression, Portfolio Management, Derivatives, Financial Modelling, Business analytics and research, Asset Pricing, Stochastic calculus, Market Microstructure, Risk Analysis and Insurance, Corporate Finance, Advance Statistical Analysis for Finance using Python/R, Optimization and Quantitative Analysis, Behavioral

	<p>Finance etc.)</p> <ul style="list-style-type: none"> <li>• MS Office- Excel, Word, Power Point.</li> <li>• Good command over the subject.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Candidates should have 65% above through-out their academics.</li> </ul> <p><b>Specific Job Skills:</b></p> <ul style="list-style-type: none"> <li>• Skilled in Communication</li> <li>• Strong academic background.</li> <li>• Ability to resolve issues.</li> <li>• Comprehensive knowledge about the product basket.</li> <li>• Align individual goals to Organizational Goals.</li> <li>• Comprehension, Composition and Problem-solving skills.</li> <li>• Commitment to quality and ability to manage performance and change.</li> </ul> <p><b>For All Posts students should possess thorough knowledge of the specialized field and write the research materials according to client needs.</b></p> <ul style="list-style-type: none"> <li>• <b>Assist clients in understanding the requirements of their projects and provides writing samples.</b></li> <li>• <b>Conduct both primary and secondary academic research to meet the research needs of the clients</b></li> <li>• <b>To learn new academic skills.</b></li> </ul>
Eligibility Criteria	MBA – 2021/2022 pass out students
Designation	Full Time Academic Writer for Operation management, Supply chain Management and Logistics Management
Package Offered	<p><b>Full Time Academic Writer for Operation management, Supply chain Management and Logistics Management</b></p> <p>6 LPA CTC Pre Tax + Variables.</p> <p><b>Full Time Academic Writer for Management</b></p> <p>4.8 LPA CTC Pre Tax + Variables.</p> <p><b>Full Time Academic Writer for MBA-finance</b></p> <p>6 LPA CTC Pre Tax + Variables.</p> <ul style="list-style-type: none"> <li>• Annually performance appraisal.</li> <li>• Monthly Incentives.</li> <li>• One-day Work from Home (WFH) once in a week (Tuesday to Friday) after 2 months of joining.</li> <li>• Training &amp; Probation period will be for two Months.</li> </ul>

	<ul style="list-style-type: none"> <li>• Performance based Promotion.</li> </ul>
Selection Process	<p>Round 1: Online Written Test (subjective test for 180 minutes).</p> <p>Round 2: Evaluative Training Period- 10 Days</p> <p>You will be required to undertake a 10-day evaluative paid training program whereby you must successfully show your suitability for intended hired position. This training program tests your ability for the position based on multiple training sessions. Each of these training sessions will be accompanied by an assessment test, which you must qualify to continue into the next training session. If you fail to qualify any assessment test, you will be asked to leave the training without completing the entire training period. Please note that this training period is not an employment period, however, you will be paid for the number of days you attend the training program, in accordance to the CTC offered</p>
Job Location	Remote (Work from anywhere)
Recruitment Date	After Registration
Venue	ONLINE/OFFLINE