

Organization : **Zcientia Labs Pvt Ltd** ([www.skillatwill.com](http://www.skillatwill.com)).

Hiring Interns as “**Business Analysts**” remotely.

Below Job Description:

**Role and Responsibility:**

- Conduct research, document, and generate a lead(client) database report for the department.
- Connect with the leads and get appointments/contacts of decision makers.
- Support staff in handling and documenting customer accounts.
- Perform competitor product analysis and prepare reports.
- Prepare and reconcile customer balances.
- Assist in client onboarding activities.
- Correct discrepancies in customer account balances.
- Assist in preparing, scheduling, and organising meetings, events, and appointments.
- Assist and support administrative staff in their day-to-day operations.

**Requirements:** Laptop/Desktop, Mobile, Internet connection

**Benefits :** Work From Home, 5 hours a day, Flexible timings.

**Payment:** Pay - INR 2000/- for 5 hours.

**Internship Orientation Program** will be conducted on **8th January, 2022 @ 3 PM**. Kindly have your recent or previous graduates fill in the Application form Link below:

Link : <https://forms.gle/fLgRQWd9HjDYW1Wk7>

Note: Gmeet link will be sent separately to individual candidates on successfully filling the form.