

Dear Placement Cell,

Greetings!!

Hope you are doing well!

The Leading Solutions is an emerging nationwide financial institution, covering the topmost B schools in India and getting quality headcounts every year. With rapid growth, the need for skilful employees arises as well. As of now, the company is looking for further expansions, so we would like to visit your esteem campus for placement opportunities this year.

Hereby we are looking up for suitable candidates who can fulfil the designated responsibilities.



Therefore, we are sharing the detailed Job Description of Summer Internship for BBA/BCOM/MBA.

Hoping to receive a good number of registrations from your side.

SUMMER INTERNSHIP

(Virtual/Physical as per the Government Guidelines)

Delhi/NCR

Company Profile: THE LEADING SOLUTIONS

Website: www.theleadingsolutions.com

The Leading Solutions is the single stop solution provider for all your financial needs serving 35000+ clients in just 4 years. Our objective is to serve the customers with the best solution for directing their finances in the most profitable direction. Our motive is to upgrade the perception of investors moving them from traditional investment decision making to diversified one.

Our mission

“Build resources that establish high standards of professional etiquette and to effectively facilitate a comprehensive and accomplished system of continuing professional development for every possible profession through our exceptional training solutions. So, we can meet the needs from a single source with the facilities, resources and learning expertise to achieve the desired goals for the purpose.”

Why Summer Internship?

A summer internship is a period of work experience offered by an organization for a limited period of time. The term is used for a wide range of placements in businesses, non-profit organisations and government agencies.

A summer internship consists of an exchange of services for experience between the intern and the organization. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, their position, and they typically need little to no training.

Eligibility Criteria



Skills Required



Summer Internship schedule

At initial days of joining we provide training and inductions to interns in field of Marketing, Finance, HR, Operations and Marketing Research. After completion of the training, the interns will be getting practical exposure for next few days.



Inclusions

Total tenure of the **Summer Internship** will be 2 months (as per the campus policy) and students will be given a work experience certificate from the company. TLS provides **Domestic and International Exposure** for which students will be selected on the basis of their **performance** in the summer internship.

Thus, **our mission** is to establish high standards of professional etiquette and effectively facilitate a comprehensive and accomplished system of continuing professional development for every possible profession through our exceptional training solutions. We understand the multiple needs of the business world and recognise that there is a gap in what enterprises expect and what people perform. The Leading Solutions has come up with a unique '**Summer Internship Program**' to train and develop the knowledge and resource based skills in the candidates to fill the void of the business environment, we also look forward to the successful placements of our interns by providing them '**Pre-placement Offer – PPO**'.



EXPERTISE IN VIRTUAL PROGRAM

A **virtual internship** is a work experience program where the participant ([intern](#)) gains experience while working in a remote professional setting and is not physically present at the job location. Virtual interns communicate with their employer online through various means including email, [Skype](#), [Whatsapp](#), instant messaging, phone conversations, [webinars](#), project management tools, [SMS](#) messaging, etc. Virtual internships are currently rare, they are growing in popularity due to improving [technology](#), the growth of social media and most importantly in the [COVID-19 pandemic situation](#). In this current pandemic situation **TLS has successfully certified 1000+ students** and also providing students the real life exposure of the corporates by just sitting at home.

Access to internship schedule from anywhere at any time

- **Combination of structure and freedom**
- **Effective time management**
- **Expanded world view**
- **Asynchronous discussions with managers**
- **Immediate feedback on assignments**
- **Sharpened digital skills**

Opportunities given to students in COVID Pandemic (Lockdown):

- Certified **1000+** students
- **80+** Pre placement offers given till date
- **20+** laptops awarded to the students
- Sponsorships
- Stipends
- National/International Convention (which will be held in 2021)
- Vouchers
- Subscriptions

Work flow for Summer Internship

Day 1 to Day 15

Interns would be familiarised with the basic knowledge of corporate world and how every department work with basic information about HR, marketing, finance and taxation.

Day 16 to Day 35

Interns required to apply the training provided to them in the real world, where they have to perform their skills and learnings, work with the employees in a team and present their ideas. Also they are given a chance to interact with the customers as well.

Day 36 to Day 49

MARKETING

- Research & report work
- Product marketing & selling
- Client relationship management
- Lead generation
- Portfolio suggestion & Marketing
- Business Development Strategy
- Team Leading Profile

HUMAN RESOURCE

- Interns will be given a chance to explore college placement drives.
- Opportunity to observe recruitment and selection process.
- Database management.
- Experience on HRIS software.

- Payroll Management.
- Cross selling.
- Interaction with old associates.
- Relationship Management with existing clients.

FINANCE

- FSA Analysis (Virtual)
- Risk and Returns (Virtual)
- Cash Flow Analysis (Virtual)
- EBIT/PAT Analysis (Virtual)

Day 50 to Day 60

- Students would be winding up with the projects allotted.
- Report submission to company guide.
- Award & certification ceremony and PPO announcement.



Stipend offered – 4.5k – 25k (Performance Based)

Campus drive date: As soon as it is fixed with the campus.

Month of joining: As per the college policy.

Selection Process: telephonic interview

Looking forward for a Long-term association with your esteemed campus...

For any queries or feedback, please feel free to write at hr@theleadingsolutions.com

Thanks & Regards



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