Ref. No:-2025/SA/JAN/12   Date: 31/01/2026

Notice

Subject: Placement Notice for BBA-Batch-2026

Company Name: PRODESK IT, NOIDA

This is to inform to all students of BBA-Batch-2026 that **PRODESK IT, NOIDA**

(https://prodesk.in/) will soon hire fresher **IT-Recruiter/HR-Executive/Talent Acquisition**

Executive/IT-Sales/Sales/Marketing/Business Development profiles for **NOIDA Office & WFH**

PROFILE	**IT-Recruiter/HR-Executive/Talent Acquisition Executive/IT-Sales/Sales/Marketing/Business Development**
Location	NOIDA/ WFH
Education	BBA - Batch 2026
Mandate Checks	As per the relevant profiles applicable basis Job Description shared in the notice
CTC / Designation	**Freshers-3.00-5.50 LPA**

How to Apply: All Interested students must give their names to their HOD's **by 07.02.2026**

For any query students may meet to undersigned also at Training and Placement Cell between 3 PM to 5 PM

Interview Process: Non-technical applicants

- **1st Round: (i.e. Initial Screening 60 Mins)**
- **2nd Round: Group Discussion**
- **3rd Round: (HR-Interview) of shortlisted candidates**

(Mr. Bhupinder Singh Nayar)

Director Training & Placements

CC **1).** Director General for information please

2) HOD-BBA

JD-5. Job Role: IT-Recruiter/HR-Executive/Talent Acquisition Executive

Job Location: Noida/ WFH

Annual CTC: 3.0 to 5.5 LPA
Eligibility: BBA
Number of Rounds: 3 (Screening, GD, HR)
Passout Year: 2026

Job Responsibilities:-
• Manage and implement all recruiting tasks
• Oversee the hiring process and make necessary modifications.
• Enlist job postings on forums that can source new candidates at the time of hiring, such as job portals, social media, advertisements, etc.
• Source candidates for recruitment.
• Analyze and note down every job's requirements and objectives before publishing the posting.
• Regularly updating job descriptions and requirements.
• Screen job applications and shortlist candidates.
• Ensure all the best recruiting equipment, software, and practices are being used in the process.
• Conduct interviews and tests of the applicants to filter them further and advance them to the next level relevant to their job posting.
• Collaborating with HR and the management of the recruitment process.
• Ensure the criteria for which the candidates are being tested are relevant to the job they have applied for.
• Present reports on recruitment and analyze the status of recruitment practices regularly to the team and management.
• Network and build contacts to source better candidates in the future.
• Work following company policy and standards.
• Candidates should be comfortable working in all three environments—Work from Home (WFH), Work from Office (WFO), and travel-based assignments.

JD-6. Job Role: IT-Sales/Sales/Marketing/Business Development

**Location: Noida / WFH / Travelling**

Annual CTC: 3.0 - 5.5 LPA
Eligibility: BBA
Number of Rounds: 3 (Screening, GD, HR)
Passout Year: 2026

Job Responsibilities:

- Generate and qualify new leads through email, phone, LinkedIn, and social media.
- Schedule and coordinate client meetings or product demos.
- Participate in demos with the sales team and assist in proposal preparation.
- Prepare and submit quotations, negotiate terms, and close deals.
- Develop and maintain long-term relationships with clients and accounts.
- Achieve sales targets and contribute to business growth.
- Maintain accurate records of client interactions and sales activities.

Requirements & Skills:

- Excellent verbal and written communication skills.
- Strong organizational, negotiation, and problem-solving abilities.
- Knowledge of software technologies and IT solutions.
- Ability to build strong client relationships and work in a target-driven environment.