

JOB PROFILE

Job Title	Internship - Business Development
Location	Mumbai, Maharashtra, India
Position	Full Time
Reporting to:	CEO
CTC	Subject to Industry Standards and Tenure

JOB DESCRIPTION

'The expert in anything was once a BEGINNER'

We are an Advisory firm looking to create new solutions to our clients' need. Our expert team are keen to help and develop young talent. You will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how an organization runs, and can be expected to gain valuable insight that can further their interest in your chosen career field. In addition to office duties, the intern will have the opportunity to meet managers, executives, and C-suite members of the team.

Key Responsibilities

- Planning and monitoring
- Assist in preparing information and research materials
- Sort and manage files
- Type documents, drafts, and reports
- Manage databases and input information, data, and records
- Respond to web correspondence, social media posts, and emails
- Research and gather documentation on company position in industry
- Requirements analysis
- Implement advanced strategies for gathering, reviewing and analyzing data requirements
- Focus on bringing high quality start-ups to the network for investments In-depth research to track industry trends and newer investment segments on a global & local scale

Skills and Aptitude

- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Entrepreneurial aptitude – with high ability to multi-task across assignments



- The ability to conduct cost/benefit analysis
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

Education and Experience

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit