



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA
Centre of Training and Placement

Ref. No. IKGPTU/T&P/...49.....

Dated. Sept/19/2024

Directors/HoDs (Management & all Engineering Departments)
All the University Campuses
I K Gujral Punjab Technical University

Sub: ProcMart (Instant Procurement Services Private Limited) - Joint Campus Placement Drive.

Dear Sir/Madam

I K Gujral Punjab Technical University invite students of its campuses to participate in ProcMart (Instant Procurement Services Private Limited) - Joint Campus Placement Drive as per the below mentioned details:-

Venue	:	IKG PTU main campus, Kapurthala
Designation	:	Profile 1:- Intern - Procurement Operations Profile 2:- Intern - Warehouse Operations (Roles & Responsibilities are attached)
Course/ Stream	:	Profile 1:- B. Tech (Any stream)/Mechanical & Electrical preferred Profile 2:- BBA, B. Tech (Any Stream)
Salary Package	:	Profile 1:- During internship:- INR 10k per month (06 months) After internship:- INR 3.0 - 3.6 LPA, based on performance evaluation Profile 2:- During internship:- INR 12.5k per month (06 months) After internship:- INR 3. 6- 5.0 LPA, based on performance evaluation
Job Location	:	PAN India
Batch Eligible	:	2025 passing out

Interested students may register at the below mentioned link:-

<https://docs.google.com/forms/d/1DQUKQNAmKxo1E0VuxbHpV6Wp39SBL7KsbG0V3r8-x9E/edit>

You are requested to kindly direct the Training & Placement Faculty Coordinator of your campus/department to share the information with the concerned students. **Last date of online registration is Sept 23, 2024 before 1100 hrs.**

Date & Time of placement drive will be informed later on.

With profound regards,


Er. Navdeepak Sandhu
Deputy Director (T&P)

"Propelling Punjab to a prosperous Knowledge Society"

I.K. Gujral Punjab Technical University
Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone : 01822-282580
E-mail : placements@ptu.ac.in Website : www.ptu.ac.in

Intern - Procurement Operations

Roles and Responsibilities:

- Ensure compliance with company standards and regulations in operations-related activities and as per implemented Standard Operating Procedures (SOPs).
- Initiate and drive continuous process improvements to enhance operational effectiveness.
- Identify and implement cost optimization and reduction initiatives.
- Provide technical support and guidance on operations validation, development, and implementation.
- Support the start-up and integration of new operations projects.
- Build and maintain relationships with existing and new suppliers.
- Negotiate costs and develop contracts with suppliers.
- Arrange quotations for crucial orders and conduct cost-benefit analyses.
- Manage client relationships.
- Oversee end-to-end supply chain management.

Intern - Warehouse Operations

Roles and Responsibilities:

- Manage the Suppliers' Pick-up Plan and ensure that Pick-up SLAs are met.
- Managing delivery plans based on internal KPIs; achieving higher product adoption, customer satisfaction, and overall OTIF.
- Managing product-related, fulfillment-related, or process-related queries from internal and external customers that occur on the Tech platform
- Coordinating with teams for End to End Order Status from Supplier Pickups with Delivery (Order Life Cycle).
- Ensure proper receiving and storage of Goods in a compliant manner.
- Managing support issues and escalations for customers.
- Ensure excellent internal communication with business units and the Customer Service team to
- help foster a customer-centric culture.