



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA
MUMBAI | RAIPUR | RANCHI | KOLKATA | PATNA

INCEDCO

Virtual Campus Recruitment – 2022 Passing out Batch

Only for Students of Amity Education Group

Only for Unplaced & Eligible Students

Last Date to Register 29th SEPTEMBER by 5 PM-

Company	INCEDCO
Website	www.incedoinc.com
Batch	2022
Date of Campus	4th October 2021
Job Title	Profile 1 Trainee Business Operation Profile 2 System Administrator
Eligible Degrees	BBA, BCA and BSC IT Profile 1 - BBA <ul style="list-style-type: none">• Good to have internship experience with wealth / asset management firm, Financial Market research knowledge, Asset management, and wealth management domain knowledge Profile 2 - BCA and BSC IT
Eligible Branches	BBA in Finance , BCA and BSC IT
Eligibility Criteria	60% and above in class 10 th 60% and above in class 12 th 60% and above in Graduation
Other Skills Required (If any)	Profile 1 Skills <ul style="list-style-type: none">• Knowledge of Capital Markets and Investment Banking operations.• Financial and operational acumen• Exceptional verbal and written communication skills• Proficient in technology especially Microsoft Office applications• Working knowledge of Microsoft Office Applications• Demonstrate a structured and methodical approach• Multitasking with an ability and experience in managing multiple tasks and projects• Flexible and open to odd hour shifts

	<p>Profile 2</p> <p>Required Skills Technical skills requirements</p> <p>The candidate must demonstrate proficiency in,</p> <ul style="list-style-type: none"> • • Willingness with US based and 24x7 support environment • • Good communicator with clear communication (both written and verbal). • • Good documentation skills. • • Learning zeal • • Willing to learn and develop new skills. • • Understanding of IT service landscape. • • Understanding and willingness in system/Network administration. • • Basic understanding of Networking. • • Actively seeks out tasks that help develop skills and knowledge • • Actively seeks ways of improving existing systems and processes. • • Work well in a busy team, being quick to learn and able to deal with a wide range of issues. • • Flexible and adaptable approach to problem solving. <p>Nice-to-have skills</p> <ul style="list-style-type: none"> • • Basic Understanding of IT and system/Network administration • Basic knowledge & understanding of o Windows administration o Linux o Networking o Citrix o Public Cloud
Location	Gurugram
Compensation (CTC)	3.20 LPA
Roles & Responsibilities	<p>Profile 1</p> <p>Role and responsibilities</p> <ul style="list-style-type: none"> • Responsible for back office operations that would include activities such as processing of new business accounts, Custody operations, Asset transfer, trade processing, reconciliations and settlements. • New client onboarding activities like Account operations, maintenance. • Quality control for account ops, Quality of money in / out transactions, etc. • Execute data operations to gather key data inputs from financial statements of private and public funds, required for accurate portfolio performance reporting • Take into account the needs of external and internal stakeholders and incorporate them <p>Profile 2</p> <p>Role Description: System Engineer – L1 Infrastructure Support</p> <ul style="list-style-type: none"> • Identify and interpret issues with impact through various sources (emails, user reports, monitoring tool alerts etc) and follow ITIL support procedures to respond • Collate and interpret information from various sources to help diagnose the issue.

	<ul style="list-style-type: none"> • Assess and prioritize faults and respond or escalate accordingly following ITIL aligned processes. • Handle issues of all priority based on impact and criticality. • Handle P1 and P2 issues, Initiate and handle bridge calls with clients as when required. • Troubleshooting Infrastructure issues (Linux/Windows/Network/Citrix) • Write end user mass communications, and share them as per process • Coordinate with stakeholders/vendors for issue resolution and Root Cause Analysis • Maintain and administer computer networks and related computing environments including systems software, applications software, hardware, and configurations. • Perform infrastructure health checks and flag issues based on impact. • Manage and maintain EM7 & SolarWinds Monitoring Systems. • Identify problems, and frequently present viable solutions to problems. • Handle multiple priorities with multiple clients / ability to work in multi-client environment. • Should be open to suggest and help implement process improvements and development opportunities for self and the team. • Consistently demonstrates good customer service throughout the area of responsibility. 						
Service Agreement (If Any)	NA						
Recruitment Process	<table> <tr> <td>1. Webinar & Online Assessment</td> <td>4-Oct-21</td> </tr> <tr> <td>2. Technical Round</td> <td>5-Oct-21</td> </tr> <tr> <td>3. Leadership Round</td> <td>6-Oct-21</td> </tr> </table>	1. Webinar & Online Assessment	4-Oct-21	2. Technical Round	5-Oct-21	3. Leadership Round	6-Oct-21
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How to Apply?	<p>All Interested students should apply latest by 29th September by 5 PM</p> <p>CLICK HERE TO APPLY</p>						

Our Best Wishes are always with you

Team ATPC

Amity Technical Placement Centre (ATPC)
Centralise Placement Division of Amity Education Group

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