

ABOUT PROTRAINY

Protrainy is cohort based upskilling platform for providing Industry Ready core engineering (Construction, manufacturing, EV etc) Programs to students, graduates and professionals by partnering with industry experts. Trained 15,000+ Professionals in construction in 700 Companies and 4000+ in institute. We also Work in the Middle east and Africa. It is an online platform for upskilling Construction manufacturing an All Indians Professional in 10 Countries.

Vision

Our vision is to equip Civil Engineering students and professionals with practical and industry-driven skills necessary for their career growth. We aim to be a reliable, responsible, and trusted resource powerhouse for students and industry professionals. Our major focus is for our students to evolve students into industry ready professionals.

Mission

Protrainy is extensively focused on training Civil Engineers and connecting the young knowledge capital of India with industry groups. The mission is to enable an easy and effort-free hiring process of young graduates who have core theoretical as well as practical knowledge.

JOB ROLE :

1. HR INTERN

We are seeking an enthusiastic HR Intern to join our team and provide invaluable support to our HR department. Your role will involve performing a variety of administrative tasks, including updating employee records, screening resumes, and scheduling interviews.

RESPONSIBILITIES:

- Screen resumes and application forms
- Working on onboarding and off-boarding formalities
- Work on collaboration with companies and colleges
- B2B Collabs with HRs of Construction Companies and Industry bodies and Organization
- Monthly Team Engagement Activities.

SKILLS:

- Experience with MS Office
- Good understanding of full-cycle recruiting
- Basic knowledge of labor legislation
- Organizational skills
- Good english speaking

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

2. Marketing Intern

We are looking for an enthusiastic marketing intern to join our marketing department and provide creative ideas to help achieve our goals..This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

RESPONSIBILITIES:

- Collect quantitative and qualitative data from marketing campaigns
- Working on B2B Business sales
- Working on lead generation programme
- Working on B2C Campaign
- Working on CRM

SKILLS:

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

3. STRATEGY INTERN

RESPONSIBILITIES:

- Investment thesis
- Pitch Deck
- Connect with Investors
- Work on Arranging meetings
- Documentation
- Competitions /B Plan applications

SKILLS:

- Open to all majors, but probably best suited to Business and Marketing subject areas
- Experience in market research or other analytical background preferred
- Solid analysis skills
- Good communication skill

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

3. SALES INTERN :

We are searching for a deadline driven sales Intern to join our sales team. Complete all tasks assigned by the manager which may include conducting market research, managing emails, making cold calls. You should be able to take instructions,, but also work unsupervised when required.

RESPONSIBILITIES:

- Enlighten Professionals and students about career hike and skills
- Provide Career guidance and support on call
- Suggest programs and courses
- Assist in enrolling in the courses
- Calling,CRM,Whatsapp Marketing

SKILLS:

- Strong self-motivation.
- Ability to work alone or as part of a team.
- Superb interpersonal skills.
- A professional appearance.

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

4. OPERATIONS INTERN:

The Operations Management Assistant Intern program is designed to provide the individual with an opportunity to learn as much as possible in a limited time span about our production operations function.

RESPONSIBILITIES:

- Scheduling the session and attending the session.
- Updating about the session.(Making detailed report about the sessions).
- Uploading the Session on Google Drive and Vadoo (Video hosting platform).
- Handling customers and Group.
- Target Work:-
- Google Reviews(Need to interact with customers over text or call).
- Onboarding of customers(Posting of certificate on LinkedIn) and Video Review(Basically after completion of the Course).

SKILLS:

- English speaking
- Leadership Quality
- Interest in Operations
- Strong organizational skills the ability to multi-task
- Strong knowledge of google meeting

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

5. PRODUCTS INTERN :

We are seeking a highly motivated and dynamic Products Intern to join our team and assist in designing the Building Information Modelling (BIM) syllabus. The ideal candidate will be passionate about education, technology, and the built environment, with a keen interest in shaping the future of BIM education. In addition to syllabus design, the intern will also be responsible for maintaining communication and follow-ups with BIM companies interested in hiring from Protrainy.

RESPONSIBILITIES:

- Syllabus Design
- Excellent Communication skills
- Curriculum Enhancement
- Coordination with Experts, learners and team members
- Data Analysis & reporting

SKILLS:

- +2/BE/B.Tech
- Product specialist
- Good communication skill
- Management skill

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

6. VIDEO EDITOR INTERN:

Are you a creative storyteller with a keen eye for detail and a passion for video editing? If so, we're looking for you! Protrainy, is seeking a talented Video Editor Intern to join our vibrant marketing team. In this role, you'll play a crucial part in creating engaging and impactful video content for our social media channels, particularly Instagram Reels.

RESPONSIBILITIES:

- Edit and refine raw video footage into captivating and polished videos and Reels, adhering to brand guidelines and target audience preferences.
- Collaborate closely with marketing team members to understand video concepts, objectives, and deadlines.
- Assist with sourcing and integrating sound effects, music, and graphics to enhance video quality.
- Stay up-to-date with video editing trends and techniques, exploring new tools and features.
- Work independently and manage multiple projects simultaneously while meeting tight deadlines.
- Be detail-oriented and ensure all videos are free of errors before submission.
- Open to feedback and willing to learn and adapt quickly.

SKILLS:

- Strong understanding of video editing principles and techniques.
- Proficient in a video editing software like Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve.
- Familiarity with Instagram Reels format and best practices.

- Excellent eye for design and aesthetics.- Strong time management and organizational skills.
- Ability to work independently and within a team environment.
- Excellent communication and interpersonal skills.
- Passion for creative storytelling and content creation.

Bonus points:

- Experience with social media video marketing and analytics.
- Knowledge of graphic design principles.
- Understanding of Protrainy's industry and target audience.

Duration - 3 Months

Stipend - 2,000 per month + Incentives

Time - Full time/part-time

Work From Office.

At the end of tenure, an Experience certificate will be provided.

PROCESS OF HIRING-:

- 1. CV shortlisting**
- 2. Interview**

**`LOCATION - 3rd Floor, Innovex Building, CIPET College, Patia,
Bhubaneswar, Odisha 751024**

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