



India's First State Private Women's University
JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY
ज्योति विद्यापीठ महिला विश्वविद्यालय

Appointment Letter

Ref. No.: JV/DA/JPR/2020/07/25/16

Date: 25 July 2020

Dear APOORVA ARYA,

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to Appoint you on the post of "Front Office Executive" at Jayoti Vidyapeeth Women's University Jaipur on a CTC of Rs. 3.60 LPA . You are requested to join the University on or before 1/08/2020.

As a "Front Office Executive" you will need to have excellent communication skills, a friendly and persuasive demeanor, and a strong work ethic. You will be representing our University, and we expect you to maintain a high level of professionalism and customer service.

Your responsibilities will include:

5. Making outbound calls to potential customers and introducing them to our services.
6. Following up on leads and inquiries to schedule appointments and meetings.
7. Maintaining accurate records of calls made and customer information in our database.
8. Collaborating with the sales team to achieve targets and meet business goals.

Your appointment shall be permanent in nature, and you shall undertake to abide by the rules & regulations laid down by the University as amended from time to time and such orders/instructions that may be issued to you by any authorized officer of the University.

We Jayoti Vidyapeeth Women's University hope that you will accept this offer to look forward to association with us.

JV'n Dr. Hema Bafila

Director Administration

To,
APOORVA ARYA

FOUNDED BY: VISIONARY DR. PANCKAJ GARG "YOUNGEST FOUNDER OF A UNIVERSITY" DECLARED BY "INDIA BOOK OF RECORDS"

- Faculty of Engineering & Technology
- Faculty of Management & Humanities
- Faculty of Pharmaceutical Science
- Faculty of Law & Governance
- Faculty of Homoeopathic Science
- Faculty of Ayurvedic Science
- Faculty of Education and Methodology
- Faculty of Physiotherapy and Diagnostic
- Directorate of Distance Education (Women & Men both)
- Directorate of Research & Development (Women & Men both)
- Directorate of Skill Development (Women & Men both)

- Directorate of Career Research & Relation
- Virtual Campus for providing E-Learning
- University Homoeopathy Hospital & Research Centre
- University Ayurveda Hospital & Research Centre
- University Eye Hospital
- University Yoga and Naturopathy Hospital
- Patanjali Chikitsalaya
- University Veterinary Hospital & Training Centre.
- University Community Radio Station 90.4 FM - Jayoti Vani.
- Jan Aushadhi Kendra
- 'Jayoti Muhim' Newspaper

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