



Introduction:

We started back in 2010 with Brandon Ahmad's mission to offer a platform where people could be trained to learn several useful tips and tricks in both advanced and standard cases in Dynamics 365. After Ahmad's over 10 years of experience working with customers operating in different industries, we now are a team of talented individuals that carries forward the same mission. We are the perfect blend of Edu-tech and enterprise software consulting companies offering a unique product that offers a revolutionary training experience. We take pride in providing unique products that support high-quality learning and services in a B2B enterprise development space. In addition, our Dynatuners line features some of the best Dynamics performance tunings in the world with many successful implementations. Our team of expert consultants rapidly responds to customer needs, whether it's about customer base management, business automation, complex integration, or performance reports. In cases where people wanted special attention to their growth, we offer(ed) personalized services. These services around mentoring and expert issue resolution help them get to where they wanted to be.

1) Job Descriptions of respective functional areas

Summer Internship Program 2021.

Marketing:

- Excellent research, learning and analytical skills
- Self-motivated, detail-oriented, and able to priorities daily work efficiently
- Strong organizational skills and ability to meet strict deadlines
- Openness to constructive criticism
- Online marketing experience will be an added advantage

HR

- Prepare HR-related daily and weekly reports as needed.
- Deal with all incoming requests to recruit, including chasing authorizations and obtaining or updating role profiles.
- Sift all incoming CVs, including speculative enquiries, and respond to applicants.
- Liaise with HR Head regarding recruitment process and to ensure understanding of requirement.
- Arrange interviews and attend where possible.
- Ensure the Resources tracker is controlled and information is up to date.
- Monitor the source of CVs and make recommendations based upon successful placements

- Once the successful candidate has been identified, collate all offer paperwork, obtain approvals and pass to HR Head

- Keep up to date with regard to all open vacancies and incoming CVs.

Operations

- Answering phones and responding to client requests and inquiries.
- Managing and updating company databases.
- Keeping track of inventory and ordering supplies.
- Maintaining financial, employee, and client records.
- Drafting and mailing customer correspondence and newsletters.
- Organizing events, scheduling meetings, and making travel arrangements.
- Managing the maintenance of office and facility equipment.
- Providing administrative support to other departments or projects as needed.
- Performing other duties as assigned.

Graphic Designing

- Excellent IT skills, especially with design and photo-editing software
- Exceptional creativity and innovation
- Excellent time management and organizational skills
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Professional approach to time, costs and deadlines

Web Development

- Regular exposure to business stakeholders and executive management, as well as the authority and scope to apply your expertise to many interesting technical problems.
- Candidate must have a strong understanding of UI, cross-browser compatibility, general web functions and standards.
- The position requires constant communication with colleagues.
- Experience in planning and delivering software platforms used across multiple products and organizational units.
- Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.
- Deep functional knowledge or hands on design experience with Web Services (REST, SOAP, etc. ..) is needed to be successful in this position.
- Strong grasp of security principles and how they apply to E-Commerce applications

Content Writing

- Conducting in-depth research on industry-related topics in order to develop original content.
- Developing content for blogs, articles, product descriptions, social media, and the company website.
- Assisting the marketing team in developing content for advertising campaigns.
- Proofreading content for errors and inconsistencies.
- Editing and polishing existing content to improve readability.
- Conducting keyword research and using SEO best practices to increase traffic to the company website.
- Creating compelling headlines and body copy that will capture the attention of the target audience.
- Identifying customers' needs and recommending new content to address gaps in the company's current content.

Stipend:

The internship is unpaid and students will be provided certificates on successfully completing the internship. However, if any internee provides excellent solution or perform extraordinary then he/she will get be paid according to his performance. Therefore, stipend will be awarded on the basis of the performance of an internee.

Deadlines and duration of Internship:

The duration of internship will be 4 weeks. Last date to apply for internship is 7th June and joining date is 10th June, 2021. Students will use the below link to apply for internship program:

- Company website: <https://www.instructorbrandon.com/about-brandon-ahmad/>
- Dynatuners website: <https://dynatuners.com/about/>
- LinkedIn Profile of Company:
- <https://www.linkedin.com/company/instructor-brandon/mycompany/>