

Operations & Program Management Intern

LOCATION	DURATION	EMPLOYMENT TYPE
On-site	3 to 6 Months	Internship (Student/Freshers)

About the Role

Splen Technologies is seeking an organized, detail-oriented, and proactive **Operations & Program Management Intern** to join our team. In this role, you will play a key part in coordinating training cohorts, managing project logistics, maintaining data accuracy, and ensuring seamless operational execution across our technology programs.

Key Responsibilities

- **Cohort & Workshop Management:** Coordinate day-to-day schedules, session links, venue logistics, and resources for educational and corporate training programs.
- **Participant & Stakeholder Support:** Serve as the primary point of contact for student queries, mentor schedules, and trainer coordination.
- **Data & Metrics Tracking:** Maintain accurate attendance records, feedback logs, participant assessments, and operational metrics using Google Sheets/MS Excel.
- **Certification & Compliance:** Help streamline post-program evaluation, generate course completion certificates, and archive program documentation.
- **Process Optimization:** Identify workflow bottlenecks and assist in creating standardized operating procedures (SOPs) to enhance operational efficiency.

Requirements & Qualifications

- Currently pursuing or completed a Bachelor's or Master's degree in Business, Management, CS/IT, or related fields.
- Proficiency in Google Workspace (Sheets, Docs, Forms) and MS Excel.
- Exceptional organizational, multi-tasking, and problem-solving skills with high attention to detail.
- Strong verbal and written communication skills to interface with students, mentors, and management.
- Ability to work efficiently in an on-site corporate environment and meet established deadlines.

Compensation & Internship Benefits

- **Performance-Based Stipend:** Competitive allowance tied to operational excellence and project milestones.
- **Official Credentials:** Internship Certificate & Letter of Recommendation upon successful completion.
- **Pre-Placement Offer (PPO):** Opportunity to transition into full-time operational roles based on performance.
- **End-to-End Exposure:** Direct experience in project lifecycle management, stakeholder coordination, and process engineering.

How to Apply

Interested candidates should email their updated CV to:

Anamika.tiwari@splentechnologies.com

Subject Line Format: **Application: Operations Intern – [Your Full Name]**

Social Media & Digital Content Intern

LOCATION	DURATION	EMPLOYMENT TYPE
On-site	3 to 6 Months	Internship (Student/Freshers)

About the Role

Splen Technologies is seeking a creative and dynamic **Social Media & Digital Content Intern** to elevate our brand presence across digital channels. In this role, you will design visual graphics, craft short-form videos/reels, write engaging educational copy, and execute social growth strategies aimed at student and professional tech communities.

Key Responsibilities

- **Content Creation:** Design visual posts, carousels, and infographics using tools like Canva, Photoshop, or Illustrator for LinkedIn and Instagram.
- **Short-Video Production:** Script, edit, and produce short-form video content (Reels/Shorts) using CapCut or similar video editors.
- **Copywriting & Captioning:** Write persuasive, professional captions and educational tech copy tailored for diverse social audiences.
- **Content Strategy & Scheduling:** Help plan, organize, and maintain a monthly digital content calendar.
- **Analytics & Optimization:** Track post engagement metrics, reach, and performance trends to optimize future visual and text strategy.
- **Community Engagement:** Monitor comments, direct messages, and developer/student forums to foster an active digital community.

Requirements & Qualifications

- Currently pursuing or completed a degree in Marketing, Communications, Graphic Design, CS/IT, or a related field.
- Hands-on experience with graphic design and video editing tools (Canva, CapCut, Premiere Pro, Photoshop).
- Strong understanding of social media algorithms, current digital trends, and visual storytelling techniques.
- Excellent written English skills with a creative flare for short-form copywriting.
- Strong aesthetic sense, attention to detail, and ability to manage multiple visual projects.

Compensation & Internship Benefits

- **Performance-Based Stipend:** Competitive incentives tied to campaign performance and growth reach.
- **Official Credentials:** Internship Certificate & Letter of Recommendation upon successful completion.
- **Verified Portfolio:** Build a real-world, published portfolio of digital marketing collateral and visual designs.
- **Pre-Placement Offer (PPO):** Potential transition into full-time roles based on performance and impact.

How to Apply

Send your CV along with your portfolio/design samples to:

Anamika.tiwari@splentechnologies.com

Subject Line Format: **Application: Social Media Intern – [Your Full Name]**

Business Development Executive (BDE) Intern

LOCATION

On-site

DURATION

3 to 6 Months

EMPLOYMENT TYPE

Internship (Student/Freshers)

About the Role

We are seeking a proactive, highly motivated, and results-driven **Business Development Executive (BDE) Intern** to join our growth team at Splen Technologies. In this role, you will gain hands-on corporate experience in B2B client acquisition, strategic institutional partnerships, lead generation, and sales pipeline management across our technology and EdTech solutions.

Key Responsibilities

- **Lead Generation & Research:** Identify and qualify prospective institutional leads through market research, LinkedIn outreach, and business directories.
- **Client Outreach:** Connect with academic leaders, college Placement Officers (TPOs), and corporate HR teams to propose upskilling and tech solutions.
- **Presentations & Demos:** Schedule and conduct virtual/in-person exploratory calls, client pitch presentations, and program solution overviews.
- **Proposal Drafting:** Assist senior leads in drafting business proposals, pitch decks, client agreements, and commercial MoUs.
- **Pipeline & CRM Management:** Maintain accurate records of client interactions, follow-up statuses, and opportunity stages using company CRM tools.
- **Market Intelligence:** Track industry trends, competitor activities, and prospective client needs to refine outreach strategies.

Requirements & Qualifications

- Currently pursuing or recently completed a Bachelor’s degree or MBA (BBA, B.Tech, B.Com, MBA, or related field).
- Strong verbal and written English communication skills with high interpersonal confidence.
- Basic proficiency in Google Workspace (Docs, Sheets, Slides), MS Office, and CRM software.
- Self-motivated, target-oriented mindset with excellent negotiation and problem-solving skills.
- Ability to work independently in a fast-paced team environment and manage daily tasks effectively.

Compensation & Internship Benefits

- **Performance-Based Stipend:** Competitive incentives tied to performance and successful partnerships.
- **Official Credentials:** Internship Certificate & Letter of Recommendation upon successful completion.
- **Career Progression:** High potential for a Pre-Placement Offer (PPO) for top-performing candidates.
- **Mentorship & Development:** Direct access to senior management and practical execution of corporate sales strategies.

How to Apply

Interested candidates should email their updated CV to:

Anamika.tiwari@splentechnologies.com

Subject Line Format: **Application: BDE Intern – [Your Full Name]**