



**AMBRELANEXUS BPO**  
AND DIGITAL SERVICES PRIVATE LIMITED

An ISO-Certified Digital IT Company  
Also Registered From  
Ministry of Corporate Affairs, Government Of India  
Corporate Identification Number: U82199JH2023PTC021533

## CORPORATE OFFICE

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower, Kantatoli  
Ranchi-834001 Jharkhand, India

### INTERVIEW CALL LETTER

We are contacting you on behalf of your job application for the position of Team Leader. We are an IT-Based organization, registered under the Ministry of Corporate Affairs, Government of India. We are setting up our corporate office in Ranchi, Jharkhand, India.

Relevant details have been shared below about the job and the company. For further details, you may contact us below at the given number.

<b>Position</b>	Team Leader (Male/Female)
<b>Company Name</b>	Ambrelanexus BPO & Digital Services Private Limited
<b>Corporate Office Address</b>	309-B, 3 <sup>rd</sup> Floor, Estate Plaza, Behind Mangal Tower, Kantatoli, Ranchi-834001, Jharkhand, India
<b>Job Timing</b>	09.30 am - 06.30 pm
<b>Duty</b>	26 Days (Sunday Off)
<b>Salary</b>	Rs. 20,000 Per Month + Performance Bonus (Approx. Rs. 5000 Per Month)
<b>Age</b>	25 - 35 Years
<b>Minimum Qualification</b>	MBA (Experienced Graduates Applicants Are Welcome)
<b>Prefer</b>	Only Exp, Personal Laptop/Smartphone, Married, And Nearby Located Applicant Will Be Preferred
<b>Mandatory</b>	Vast Computer Skills, Pleasant Personality & Communication Skills

#### DOCUMENTS REQUIRED

#### WORK CENTER

Passport Size Photo\*  
Resume\*  
Identity & Address Proof\*  
Certificate (**Last Qualification**)  
DCA / Computer Certificate (**Not Mandatory**)  
Letter Of Appointment (**If Experienced**)\*  
Salary Slip & Experience Letter (**If Experienced**)\*

**Note: Documents will require in the time of an interview.**

**Ambrelanexus BPO & Digital Services Private Limited**

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Kantatoli  
Ranchi-834001, Jharkhand, India

**Timing : 11.00 AM - 04.00 PM (Monday - Saturday)**

With Best Regards,

Ankit Tiwary

**Ankit Tiwary | Senior HR Manager**  
**Ambrelanexus BPO & Digital Services Private Limited**

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower  
Kantatoli  
Ranchi-834001, Jharkhand, India  
**Mobile & Whatsapp: +91 9709 518 029**  
**Phone Number: +91 0651 291 33 32**  
**Email Id: support@zeetech.co.in**  
**Website: [www.zeetechmanagement.com](http://www.zeetechmanagement.com)**



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**JOB DETAILS - TEAM LEADER****COMPANY DETAILS:**

We are an ISO Certified Digital IT Company registered under the Ministry of Corporate Affairs, Government of India. Engage in participating tender with government and private portal related to projects under Data Entry Services. For more details kindly visit our website as shared below.

**JOB DETAILS:**

- #01. It's a team leading, online recruitment and training job profile.
- #02. Previous work experience in a similar role.
- #03. Solid verbal and written communication skills
- #04. Basic training will provided. Applicant must have a smart-phone and good communication skills In **Hindi & English**.

**BASIC DETAILS ABOUT THE OFFERED POSITIONS:****Recruitment and Staffing:**

Develop and implement recruitment strategies to attract top talent in the tech industry. Manage the entire recruitment process from job posting, screening resumes, conducting interviews, to making job offers. Collaborate with department managers to identify staffing needs and create job descriptions.

**Employee Relations:**

Act as a liaison between employees and management to address concerns and resolve conflicts. Develop and implement employee engagement initiatives to foster a positive work culture. Handle disciplinary actions and grievances in compliance with company policies and employment laws.

**On-boarding and Training:**

Coordinate and conduct orientation programs for new hires to ensure a smooth on-boarding process. Develop and implement training programs to enhance employees' skills and knowledge.

Work with department heads to identify training needs and facilitate training sessions accordingly.

**Performance Management:**

Implement performance appraisal systems to evaluate employee performance and provide feedback. Work with managers to set performance goals and objectives for employees.

Identify areas for improvement and develop plans for employee development and career advancement.

**Compensation and Benefits:**

Administer employee compensation and benefits programs, including salary reviews, bonuses, and incentives. Stay updated on industry trends and bench-marking data to ensure competitive compensation packages. Manage employee benefits enrollment, including health insurance, retirement plans, and other perks.



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**JOB DETAILS - TEAM LEADER****HR Policies and Compliance & Administration:**

Develop and enforce HR policies and procedures in compliance with employment laws and regulations. Stay informed about changes in labor laws and update company policies accordingly. Ensure that the company's HR practices are fair, consistent, and transparent. Maintain accurate employee records and HR databases.

Process payroll and ensure timely payment of salaries and benefits. Handle administrative tasks such as preparing HR reports, managing HR budgets, and maintaining HR-related documentation.

**Talent Development and Succession Planning:**

Identify high-potential employees and develop talent management strategies to nurture their growth. Work with senior management to create succession plans for key positions within the company. Implement initiatives to promote career development and advancement opportunities for employees.

**MANDATORY**

- #01. Applicants who have well-versed knowledge of computers and good communication skills can only apply.
- #02. Applicants must have a smart-phone.
- #03. Applicants having a personal laptop will be preferred first. Nearby located and married applicants will be preferred first.

**IMPORTANT NOTE**

Kindly read all the above-mentioned details properly and go through the website before coming for an interview and if you are comfortable, may proceed. We welcome and look forward to working with persons having a positive attitude, the ability to frequently learn new skills & target oriented approach.

With Best Regards,

Ankit Tiwary

**Ankit Tiwary | Senior HR Manager**  
**Ambrelanexus BPO & Digital Services Private Limited**

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