Belzabar Software

Company Brief	Belzabar Software Design is a world-class software boutique with headquarters in the US and an impressive development record that spans a number of major projects. Belzabar Software develops Web and mobile-based products for diverse clientele, including Fortune 500 companies, government agencies, Web startup ventures. Join our innovative team at Belzabar Software Design, where we're committed to shaping the future of web and mobile applications. We're in search of a Management Trainee who shares our passion for crafting flawless, dynamic Web and Mobile applications using the latest technology stack.
Position	Management Trainee – Project Management
Education & Experience	- Undergraduate degree: B.E., preferably in IT. - Postgraduate degree: MBA/PGDM in Business Administration, Management, or a related field. - Experience: 15 to 36 months of experience in software Engineer preferred
Summary	As a Management Trainee in our Project Management department, you will play a crucial role in supporting our Project Managers with their day-to-day tasks. This is an excellent opportunity for recent graduates or individuals new to the management field to gain valuable experience and develop essential skills. The ideal candidate should be detail-oriented, proactive, and eager to learn.
Key Responsibilities	1. Assist Project Managers with project planning, scheduling, coordination, and execution. 2. Track project progress and update project management tools and systems. 3. Communicate with team members and stakeholders to ensure timely completion of tasks. 4. Ensure team's compliance with software development and task management Procedures. 5. Proactively identifying and navigating problems and estimate changes as they arise in order to avoid inefficiency or delay 6. Prepare and maintain project documentation, reports, and presentations. 7. Coordinate meetings, prepare agendas, take minutes, and do follow-ups as desired. 8. Identify and propose improvements to streamline project management processes. 9. Support the team with administrative tasks and other duties as assigned.
Qualifications	1. Bachelor or Master's degree in Business Administration, Management, or a related Field. 2. Understanding of Agile (Scrum) methodologies and of the Software Development Life Cycle (SDLC). 3. Familiarity with project management tools such as Teamwork, JIRA, Trello. 4. Strong organizational and time management skills. 5. Excellent written and verbal communication abilities. 6. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). 7. Ability to work both independently and as part of a team. 8. Detail-oriented with a proactive approach to problem-solving. 9. Eagerness to learn and adapt in a fast-paced environment.
CTC	8 to 12LPA inclusive of annual bonus

LOCATION	Remote
CONTACT	To apply, the candidate can share their updated resume to (hr@belzabar.com) via email (Please mention in subject line as Application source is from IBSAF)