



NOTICE: TRAINING PLACEMENT & ALUMNI CELL

Ref: GITM / T&P / 2025-26/197

Date: 20 June 2026

Sub: Campus by ADLD Motors Pvt Ltd (ADLD TOYOTA)

Attn: MBA & UG – 2026 Batch

About The Company	ADLD Motors Pvt Ltd (ADLD Toyota) is an authorized dealership in Lucknow, Uttar Pradesh, offering full sales, service, and spare parts for the complete lineup of Toyota vehicles. Placing customer satisfaction first, Integrating sales with service and serviceparts in a single convenient location, we contribute to speedy and efficient service, allowing customers to experience the convenience and pleasure of owning Toyota automobile.
Designation	• Sales Officer • HR Trainee • Back Office Executive/Administration Department
Location	Lucknow
Salary	Rs. 12500 PM to Rs. 25000 PM
Key Responsibilities	<u>Sales Officer</u> • Generate new vehicle sales through walk-in customers, references, and field activities. • Understand customer requirements and recommend suitable car models. • Explain product features, specifications, pricing, finance options, and promotional offers to customers. • Conduct vehicle demonstrations and test drives for prospective customers. • Build and maintain strong relationships with customers to ensure repeat business and referrals. • Achieve monthly and quarterly sales targets assigned by the management. • Coordinate with the finance and insurance teams for customer documentation and approvals. • Maintain accurate customer records and follow-up reports in the CRM system. • Participate in promotional events, exhibitions, and marketing activities organized by the company. <u>HR Trainee</u> • Assist in recruitment activities, including sourcing candidates, screening resumes, scheduling interviews, and coordinating with candidates. • Support the onboarding and induction process for new employees. • Maintain employee records and HR documentation. • Coordinate employee engagement activities and events. • Prepare HR reports and maintain databases. • Support compliance with company policies and HR procedures. • Handle employee queries and provide administrative support to the HR team. • Assist in training and development activities. <u>Back Office Executive/Administration Department</u> • Maintain and update company records, databases, and documentation. • Perform data entry and ensure accuracy of information. • Prepare reports, spreadsheets, and presentations as required. □ Handle email correspondence and maintain office files. • Coordinate with internal departments for operational support. • Assist in preparing invoices, purchase orders, and other documents. • Ensure proper filing and record-keeping of company documents • Support management with administrative tasks and daily operations. • Maintain confidentiality of company information
Process	• PI (Individual Interview)
Date & Venue of Campus	23 June 2026, Tuesday , 10:30 am Mini Audi -2 GITM
Note	Students are advised to report in formal dress and carry their 2 photocopies of Updated Resume and college ID during the selection process.

CC to:

Hon'ble Chairman Sir, for kind information

Director – Coordination & Planning

Director-GITM Principal GIHS

Director-Administration

HOD MBA

Notice Board

TPO-GGI