



## SRI GURU GRANTH SAHIB WORLD UNIVERSITY

Fatehgarh Sahib- 140406

(Established under Punjab State Act 20 of 2008)

### TRAINING AND PLACEMENT CELL

<b>Name of the Company</b>	<b>SK Minerals &amp; Additives Ltd</b>
<b>About the Company</b>	SK Minerals & Additives Limited is an Indian company founded in 2022 that manufactures and trades specialty chemicals, with a focus on food and feed additives. Headquartered in Khanna, Punjab, its products are used in various sectors, including food and bakery, animal feed, petroleum, and plywood. The company operates through a flexible model that combines domestic trading, imports, and its own production facilities.
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"><li>Strong verbal communication and listening skills (in English or Hindi).</li><li>Basic understanding of computers.</li><li>Ability to explain technical concepts in a simple, clear manner.</li><li>Problem-solving skills and customer service orientation.</li></ul>
<b>Eligible Course</b>	B.tech (Food technology) M.Sc. in Chemistry
<b>Designation</b>	R&D Chemist Production Chemist Technical Sales Executive
<b>Location</b>	Khanna, Punjab
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>Make outbound calls to potential or existing customers to inform them about technical products.</li><li>Answer incoming calls from customers to resolve technical queries and provide product-related support.</li><li>Understand customer requirements and suggest appropriate products.</li><li>Provide step-by-step guidance for resolving technical queries related to products.</li><li>Maintain accurate records of customer interactions in the Excel.</li><li>Coordinate with the technical support team for complex issues.</li><li>Follow up with customers for feedback and additional support when necessary.</li></ul>
<b>Process</b>	Face to Face interview
<b>CTC</b>	18,000 – 22,000 per month
<b>Venue of Interview</b>	SK Minerals and Additives Ltd manufacturing unit, Gyab di puli, near KFC, opp. celebration Mall, khanna, Punjab.
<b>Date</b>	<b>04-11-2025</b>
<b>Time</b>	<b>11:00 AM</b>

