Operations Internship

Capabl is a leading tech company empowering engineering students through hands-on workshops and industry-focused training in cutting-edge domains such as Artificial Intelligence, Electric Vehicles, Full Stack Development, and more. Our mission is to make students job-ready through real-world learning experiences

Job Description:

We are seeking a proactive and detail-oriented **Operations Intern** to join our team. You will work closely with the founders and operations team to ensure smooth execution of Capabl's workshops, programs, and marketing campaigns. This role is ideal for someone disciplined, sincere, and eager to gain hands-on experience in operations management and team coordination.

- Maintain and update payment records with accuracy
- Manage and analyze data using Google Sheets (basic to intermediate knowledge required)
- Coordinate and follow up effectively with internal teams and external stakeholders (college faculties, student ambassadors, etc.)
- Assist in organizing workshops, orientations, and sessions to ensure seamless delivery
- Monitor tasks, ensure deadlines are met, and report progress regularly

Who Can Apply?

- Undergraduate student passionate about operations and management
- Individuals with strong attention to detail, discipline, and organizational skills
- Candidates who are sincere, dedicated, and good at follow-ups
- Familiarity with AI tools and Google Sheets would be preferred
- Basic understanding of marketing campaign tools is a plus

Perks:

- Work-from-home flexibility
- Chance to work with the company founders
- Experience letter from the company founders
- Pre-Placement Offer (PPO) for outstanding performers.

Ready to Apply?

Fill out the form: Click Here
Location: Remote
Duration: Minimum 3 months (extendable based on performance)
Stipend: ₹5,000 Fixed + Upto ₹2,000 Incentive
Time Duration: Minimum 5-6 hours of work per day (weekends off)
Joining: Immediate
Role Type: Internship