

**TSDC****THAKUR SHYAMNARAYAN
DEGREE COLLEGE**

Professional Degree Courses | Institute Code 1019

Approved by Govt. of Maharashtra | Affiliated to University of Mumbai

• NAAC Accredited Grade 'A' (1st Cycle)
• ISO 9001 : 2015 (Certified)

Ref: TSDC/IP-07/408/2026-27

Date : 24/09/2026

NOTICE
Training & Placement Cell

Operations Intern – TryCatch Classes

Location: Mumbai (Borivali preferred)**Duration:** 6 Months**Stipend:** ₹5,000 – ₹7,500/month**Joining:** Immediate**Key Responsibilities:**

- Manage and update student details in CRM.
- Support Admissions & Operations team with daily tasks.
- Basic designs, editing using Canva.
- Assist in creating blogs/content using ChatGPT, Claude & AI tools.
- Manage basic work on Google Sheets & MS Office.

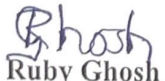
Required Skills:

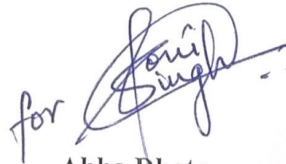
- Good spoken & written English.
- Basic computer, MS Office & Google Sheets knowledge.
- Canva and AI tools knowledge.
- Good communication and coordination skills.

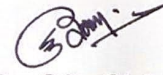
Eligibility:

- Mumbai candidates only.
- Full-time, in-office availability for 6 months.
- Borivali or nearby candidates preferred.

Perks: Internship Certificate.**Registration Link:** <https://forms.gle/4x8dxQPvtDgcZKz8A>**Last Date to Apply:** 26/09/2026


Ruby Ghosh
Training Officer


Abha Dhote
Placement Officer


Dr. G.D. Giri
Principal

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