

Market Research

- Conduct secondary market research about the selected companies and areas of work based on the given template.
 - Fill in the details of the entities from the internet based on analysis and data gathered from the internet.
 - Research on the given project requires authentic and credible data collection, editing, and proofreading.
 - Draft the research report based on your day-to-day work.
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Operations

- Handling project management tasks like sprint planning, roadmaps, and daily coordination with our team.
 - Assisting our team in business analysis tasks.
 - Understanding the startup and scaling the mentor pool.
 - Managing agendas and appointments
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Content Writing

- Writing original posts that increase engagement and drive leads.
 - Coming up with ideas for social posts and website content with effective headlines aimed at sharing.
 - Collaborating with other team members to create innovative content ideas.
 - Generate ideas and devise social media strategies for existing and new online campaigns
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Accounts

- Feasibility study, Procurement, and Implementation.
- Drive change across the organization.
- Ensuring payments are received and recorded on time
- Ensuring vendor invoices are processed accurately and paid on time including salary

IPR (Intellectual Property Rights)

- Secondary Research and Prior Art Search
- IP Commercialization and Technology Transfer Process