



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA
MUMBAI | RAIPUR | RANCHI | KOLKATA | PATNA

Nemko India (Test Lab) Pvt. Ltd.

Virtual Campus Recruitment - 2021, 2022 Passing Out Batch

Only for Students of Amity Education Group

Only for Unplaced & Eligible Students

Last Date to Register - 7th June 2022 (12 Noon)

Company	Nemko India (Test Lab) Pvt. Ltd.			
Batch	2022 Passout Batch			
Date of Campus	Will be Informed though Email			
Job Title	Finance Executive			
Eligible Degrees	MBA -Finance			
Eligibility Criteria	10th	-	60 % Criteria	
	12th	-	60 % Criteria	
	Graduation/ PG	-	60 % Criteria	
Other Skills Required (If any)	Accounting software knowledge like NetSuite, oracle, SAP would be preferable. Should be able to work for Group shared service and have excellent communication skills. Should have knowledge of accounting.			
Location	Faridabad/ Remote			
Compensation (CTC)	7LPA - 10LPA			
Roles & Responsibilities	<ul style="list-style-type: none">• All aspects of sales ledger, raising invoices, re-issuing invoices and raising credit notes.• Booking of vendor invoices, Vendor payments and reconciliation with vendor including TDS return data• Controls related to Order to cash and Purchase to Pay• Maintaining vendor master data• Booking of Fixed asset and maintenance of Fixed asset register• Booking of accruals/provisions• Bank reconciliations• Reports for management (MIS)• Reconciling supplier statements on a daily and weekly basis.• Investigating and resolving queries relating to invoices• Assisting with credit control, chasing debt via telephone, email and letter• Allocating incoming payments onto the ledger.• Receive and process all invoices and requests for payment			

	<ul style="list-style-type: none"> • Verify calculations and input codes into the Accounts system accurately. • Reconcile financial accounts and maintain financial spreadsheets • Managing petty cash transactions • Maintain financial security by establishing and fulfilling internal controls • Work closely with external and internal auditors for the safeguarding of financial routines to ensure compliance with legislative requirements • Monitor and analyze work to develop more efficient procedures and use of resources • Interface with other departments to verify transaction report data and issues • Assistance in Implementation of NetSuite (Accounting Software)
Benefits	Lunch, Pick and Drop Facilities, Corporate environment, CL-SL-EL Leave facilities, 5 Days/week working.
Job Requirements	<p>Finance Executive job responsibilities includes raising invoice, vendor payment and reconciliation, TDS return data, raising credit notes, controls related to order to cash and purchase to pay, booking of vendor invoice and other accounting tasks.</p> <ul style="list-style-type: none"> • Good oral and written communication skills • Accounting Software- NetSuite, SAP, Oracle EBS • Proactive and result oriented
Representative from ATPC (For Guidance/Query)	Mr Ankur Thukral (9958011971)
How to Apply?	<p>Interested and eligible students need to apply on the link given below latest by 12 Noon, 7th June 2022</p> <p>Click here to apply</p>

All the Best!

Anjani Kumar Bhatnagar
Dy. Director - Amity Technical Placement Centre

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