



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

EY- 2019 Passed Out Batch

Company	EY
Batch	2019 Batch
Date of Campus	Will be Informed Later
Venue	Will be Informed Later
Eligible Degrees	Profile 1- MBA (HR) Profile 2- MBA (Finance) Profile 3 - Any Graduate
Designation	Profile 1 – Associate - HRBP Profile 2 – Associate Finance Profile 3 - HR Contractor
CTC	3 LPA – 4 LPA
Eligibility Criteria	<ul style="list-style-type: none"> • 10th or equivalent: Minimum 60% • 12th or equivalent: Minimum 60% • Graduation: Minimum 65% or 6.5 GPA or equivalent
Job Description	<p>Profile 1</p> <ul style="list-style-type: none"> • The candidate would be responsible for all BaU metrics & overall operations including overseeing responsibility of core SL functions. • Should be fundamentally strong in all functions & concepts of HR including labour law and compliances. • Will be responsible to manage the complete employee life cycle for the GOV MSL with extensive travel to remote locations • Work back with MSL Leadership and support HR lead on strategic planning, talent management, employee engagement & other key HR initiatives • Participate in or lead special projects in an effort to strategically develop, implement and administer HR impact for GOV MSL <p>Profile 2</p> <ul style="list-style-type: none"> • Financial accounting including GL reviews, • Bank and debtors reconciliations, write offs etc, • TDS rules, Invoicing, collections from clients. • Domestic, SEZ and Export invoicing • Write off and reversal, client reconciliations. • Preparation of various MIS reports for the management • Ensuring the related Statutory compliances as per the due dates

	<ul style="list-style-type: none"> • Preparation of various details for monthly closing and Balance sheet finalization <p>Profile 3</p> <ul style="list-style-type: none"> • Vendor management • Event management in particular for residential programs • Data analytics & MIS preparation • Petty Cash management • Budget preparation for events • Accounts payable and receivable management • Managing Training Calendar and tracking progress • Manage class rosters • Manage cancellations and no-show charges • Classroom attendance updating in LMS & EY Leads • Updating of Feedback (Qualitative and Quantitative) • Space Management (Allocation and blocking of training rooms; timely cancelation of training rooms) & Executive support to the L&D team • Creation and management of engagement codes • Ensure LMS and EY leads are updated in regular basis for effective reporting • Tele-calling individuals and facilitating in registering them • Printing, binding and dispatching of participant material • Vendor & location identification (for banquets and residential programs) & PO management • Management of travel and accommodation for faculty and participants (domestic and international) • Onsite support for residential & partially residential programs across the country (Travel mandatory to support these programs) • Handling and coordinating for virtual learning (Webcast and WBL coordination) • Handling queries from stakeholders
Note	<p>EY Campus Registration Form: CLICK HERE</p> <p>Apply latest by 29th Jan 2020.(11 AM)</p>

My Best Wishes are with you!

Prof (Dr.) Ajay Rana

Ph.D (CSE) & M.Tech (CSE) - **Two Time Gold Medalist**
SMIAENG, SMIACSIT, LMISTE, LMPF, LMCSI & MIET (UK)

Senior Vice President – Amity Education Group
Dean – Industry & Academia Alliance
Advisor – Amity Education Group

