

KET'S V. G. VAZE COLLEGE (AUTONOMOUS)

Career Guidance & Placement Cell

COLGATE Placement Drive

March 2021

Job description

Title	Finance Trainee
Qualification	B.COM / BAF / BBI / BMS(Finance)
Function	Accounts Payable / General Accounting / Compliance
Location	L&T Business Park, Powai, Mumbai
Remuneration	INR 15,000

General Responsibilities

- Prepare monthly MIS reports
- SOX documentation & Audit support
- Maintain Master Data
- Invoice Validation & Processing
- Inter-company Invoice Posting & Reconciliation
- Prepare Bank & GL account reconciliation & analysis
- Maintain monthly closing checklist
- Prepare and support in monthly closing activities
- Internal audit
- Review of internal controls

Areas of Skills

- Team work and Collaboration
- Networking
- Analytical mindset

Leadership Competencies

- Verbal and written communication skills
- Planning and priority setting skills

ELIGIBILITY CRITERIA:

Minimum 60% aggregate in SSC, HSC, Graduation (BCom /BAF/BBI/BMS(Finance))
(till date)

INTERVIEW PROCEDURES will be as follows

- Online Test (Requirements for online test: Laptop or Android Mobile)
- Pre-Placement Talk
- Case Analysis
- Personal Interview

Registration link:

<https://forms.gle/3ek3tPuh1jpScYJr9>

Kindly join the whatsapp group for further updates:

<https://chat.whatsapp.com/IBPnVBR1eww8gaulbrTS9i>

Last date for application: 12th March, 2021 till 10:00am.

**Regards
Team CGPC**