

**No of Vacancies:** 02

**Location:** Gurugram (Corporate Office), Haryana

**Eligibility:** CMA fresher (SAP knowledge Preferred)

**Reporting To:** Manager / Sr. Manager Finance

**About The Training:**

We are offering an Executive position during training to CMA students who want hands-on exposure in Direct & Indirect Tax, Export & Supply Chain Accounting, FP&A and Audit Support and directly a part of finance team.

**What Exposure You Will Get (Not limited to):**

**1. Direct Taxation Support**

- Assist in Tax computation, Tax working and preparation of various forms / data for Tax Audit.
- Filing support on Income Tax portal and maintaining documentation for assessments & notices
- TDS compliance check for vendor bills

**2. Indirect Taxation - GST & Customs**

- Daily GST workings, data preparation and reconciliation.
- E-invoice and E-way bill generation and verification
- Assist in GST notices and audit workings etc.

**3. Exports & Supply Chain Accounting and Documentation**

- Preparation of Export Invoices, Packing List and checking Shipping Bills etc.
- FIRC / BRC follow-up with bank and reconciliation with books
- Documentation and Closure tracking.
- Supply chain accounting, freight & logistics entries.
- 3-way matching (PO-GRN-Invoice) and stock ledger reconciliation
- Coordination with Logistics / Warehouse / Sales team for documentation

**Reporting & Audits:**

- Assist in Month-end closing activities - journal entries, ledger scrutiny, provisions
- Preparation of audit schedules and PBC list for Statutory / Internal / Cost Audit
- Assist in finalization support and fixed asset register
- Help in strengthening documentation and SOPs for IFC

**Skills Required:**

- CMA fresher
- Preference will be given to those having Basic knowledge of SAP
- Basic knowledge of Income Tax, GST and Cost Accounting concepts
- Good in MS Excel - VLOOKUP, Pivot Table, SUMIFS
- Willing to learn, good attention to detail and documentation

**What You Get:**

- Practical Training and exposure of industries practices
- Direct mentoring by CA / CMA qualified professionals
- Exposure to complete finance cycle of an export business

**CTC Offered:**

06.50 Lakh per Annum