Job Description: CMA Intern

Company: BEYOBO (Ensologic Commerce Pvt. Ltd.)
Location: Rohini, Delhi
Employment Type: Full-Time Internship | Work From Office
Qualification: CMA Inter / CMA Pursuing
Stipend: 15,000rs

About the Role

We are looking for a motivated and detail-oriented **CMA Intern** to join our Finance and MIS team. This role will provide practical exposure to **financial reporting, accounting, MIS preparation, budgeting, expense tracking, and business performance analysis**. The ideal candidate should have a basic understanding of accounting and financial concepts, good analytical skills, and a willingness to learn and contribute to the company's financial operations.

Key Responsibilities

1. Accounting & Financial Support

- Assist in maintaining financial records, vouchers, invoices, and accounting entries.
- Support the team in tracking daily expenses, payments, receipts, and transactions.
- Assist in bank reconciliation and verification of financial records.
- Help maintain accurate and organized financial documentation.
- Support the preparation of monthly financial statements and reports.

2. MIS Reporting & Data Analysis

- Prepare and update daily, weekly, and monthly MIS reports.
- Collect, organize, and verify financial and operational data from different departments.
- Assist in preparing Excel reports, dashboards, and performance summaries.
- Track revenue, expenses, pending payments, and other key business metrics.
- Identify discrepancies in data and report them to the reporting manager.

3. Budgeting & Financial Planning

- Assist in budget preparation and expense tracking.
- Compare actual expenses with budgeted figures and highlight variances.
- Support cash flow tracking and basic financial forecasting.
- Help identify cost-saving opportunities through financial data analysis.

Qualifications & Skills

- CMA Inter cleared or currently pursuing CMA
- Good knowledge of accounting principles, financial reporting, and cost accounting.
- Good working knowledge of MS Excel, including formulas, sorting, filtering, and basic data analysis.
- Familiarity with accounting software such as Tally or ERP systems is an advantage.
- Strong numerical, analytical, and problem-solving skills.

4. Interested candidates can apply : hr@beyobo.ai