sodexo
QUALITY OF LIFE SERVICES

Job Profile for Industrial Trainee

Required Qualifications

We are currently seeking a CA Intern to join team at corporate office, as part of the internship training, candidate to work on the following:

Responsibilities

1) Assisting in overviewing Receivables
2) Assisting for statutory and Group audit and preparing necessary data,
3) Monthly cost report for management to review,
4) Analytical report for merchants and clients,
5) Part of monthly financial closing as per group norms,
6) Preparation of branch wise pending credit report and identifying mapped transactions,
7) Preparation of data for submission to tax team regarding income tax assessment notices.
8) Other support required as and when needed.

Requirements

Candidate to have the aptitude to learn various aspects of business,
Candidate should possess good verbal and written communication skills and should have hands on knowledge of Microsoft excel word and ppt.

Working Hours – 9.30 to 6.30pm (5 days a week)

Stipend – As per industry norms

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