

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**

**PLACEMENT OPPORTUNITY: SILVERSKILLS PRIVATE LIMITED**

**NOTICE NO.: AJU/T&P/PG/0056/19-20**

**DATE: 19-12-2020**

**NAME OF ORGANIZATION: SILVERSKILLS PRIVATE LIMITED**

**COMPANY PROFILE SUMMARY:**

**A LEADING PROVIDER OF BUSINESS PROCESS MANAGEMENT SERVICES**

**SILVERSKILLS PRIVATE LIMITED** is a leading service provider in Real Estate, Relocation, Healthcare - Payer and Provider services, Finance & Accounting and Engineering services. They help you re-energize your business from inside out and empower your people with innovative processes through efficient solutions and digital transformation.

They offer an entire spectrum of services starting from claims processing to high-end analytics and knowledge management services. This enables you to focus on your core business while they take care of your operations. They have successfully transitioned 'never-done-before' processes to India such as relocation services, commercial real estate, and claims adjudication among others.

Their solutions and services are tailor-made to deliver enhanced productivity with increased efficiency in turnaround times and reduction of costs. High standards in quality and data security are the two important pillars of their services.

**JOB TYPE: Full Time**

**LOCATION: Gurgaon**

**JOB TITLE: Financial Analyst (FA)**

**DEPARTMENT: Commercial Mortgage Team**

**SALARY PACKAGE OFFERED: INR 3,41,600/- CTC Per Annum**

**ELIGIBILITY CRITERIA: MBA (Finance); Passing Year 2020 with Minimum 60% Marks achieved in Std. 12 in Accounts**

**JOB PROFILE: Team Leader / Assistant Manager**

**JOB REQUIREMENT:**

**A FA may be engaged to perform any of the following functions/products:**

- ✓ Analyses Financial Statements.
- ✓ Spread and review Rent Rolls.
- ✓ Prepare Preliminary Loan sizings.
- ✓ Review Third Party reports like Appraisals, Environment and Engineering Reports, Site Inspections.
- ✓ Abstract agreements including Lease, management and franchise agreements.
- ✓ Review and analyze AUP sizings.
- ✓ Prepare Asset summaries and pitch books.
- ✓ Re-underwrite Multifamily and commercial property mortgages.

- ✓ Qualification & Experience:
- ✓ The candidate should be a graduate or postgraduate in commerce with good academic background.
- ✓ An MBA with finance as specialization would be an added advantage.
- ✓ Should have a sound knowledge and clear understanding of financial and accounting concepts.
- ✓ Should possess good inter personal skills and a pleasing personality.
- ✓ Should have good written and verbal communication skills.
- ✓ Working knowledge of MS office package especially MS Excel.
- ✓ Should be flexible with work/shift timings & ready to work extended hours, if necessitated as per Business requirements.
- ✓ Excellent English communication

**SELECTION PROCESS:**

1. Online Test
2. English Test
3. PI (Personal Interview)

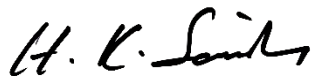
**PROCESS OF REGISTRATION:**

1. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/vF8SaGfiaBy2ZqX29>

2. Please note that it is mandatory to submit the above form to nominate successfully.
3. The form can be submitted only once, thus please be cautious while filling up the form.
4. The Resume File name must be student's own name.
5. Registration deadline for Nomination is till 02:00 PM, 20<sup>th</sup> December 2020.
6. One student can Register only once, thus be cautious while registering.
7. Please Note: The Registration process will automatically turn off after the provided deadline

Sd/-



**HEAD – TRAINING & PLACEMENTS**

Disclaimer: The information mentioned above is as shared by the employer. The institution will not be responsible for any deviation