

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
PLACEMENT OPPORTUNITY @LINDE PLC

NOTICE NO.: AJU/T&P/PG/00032/22-23
DATE: 20/01/2023

NAME OF COMPANY: LINDE PLC
PAYROLL COMPANY: LINDE PLC

Registration will close at 11:59 pm, Sunday 22nd January 2023.

COMPANY PROFILE:

Linde is a leading global industrial gases and engineering company with 2020 sales of \$30.8 billion. They live their mission of making our world more productive every day by providing high-quality solutions, technologies and services which are making their customers more successful and helping to sustain and protect our planet. The company serves a variety of end markets including chemicals & refining, food & beverage, electronics, healthcare, manufacturing, and primary metals. Linde's industrial gases are used in countless applications, from life-saving oxygen for hospitals to high-purity & specialty gases for electronics manufacturing, hydrogen for clean fuels and much more. Linde also delivers state-of-the-art gas processing solutions to support customer expansion, efficiency improvements and emissions reductions.

WEBSITE LINK: www.linde.com

DESIGNATION OFFERED:

- HR Management Trainee (MBA - HR)
- Finance Management Trainee (MBA - Finance)

COURSE ELIGIBLE: MBA

ELIGIBLE PASSING YEAR: 2023

STIPEND: INR 5 LPA

TRAINING PERIOD DURATION:

- The Traineeship period will be for a year. Post completion of the training, based on the performance and the availability of the roles, the incumbent will be offered either a full-time role in the organization or else can be put on a contractual role under an external agency.

- The incumbent is required to adhere to the Linde values of Safety, Integrity, Accountability, Inclusion and Community.

WORK LOCATION: PAN INDIA

ROLES & RESPONSIBILITIES (FOR HR MANAGEMENT TRAINEE):

- **The position holder is required to support the day-to-day HR operations. This may also involve some tasks which require close coordination & work with the Talent Management and Compensation and Benefits teams in Linde India.**
- The Human Resources Trainee is required to manage the day-to-day operations of the Human Resource department.
- Support in managing the administration of human resources policies, procedures, and programs.
- Update employee's database - Human Resource Information Systems by providing the inputs for new joiners, exits, promotions, transfers etc.
- Resolving complex employee relations issues and addressing grievances.
- Provide HR policy guidance to employees.
- Provide salary inputs to the payroll team.
- Ensure timely hiring for all vacant / new positions in the South region.
- Ensure smooth Onboarding and off-boarding of employees.
- Process contract associates' salary every month.
- Ensure timely payments for manpower agencies & other vendors.
- Provide monthly HC & salary reports to the Admin/Finance team.
- Prepare letters as and when required by the management (Appointment letter, offer letter, Relieving letter, Experience letter, transfer letter etc.)

ROLES & RESPONSIBILITIES (FOR FINANCE MANAGEMENT TRAINEE):

- **The purpose of this role is to support the RTR function and to collate data for appropriate accounting. She/he will be responsible for the sales accounting and regular journal entries. The position holder would be assisting in financial Accounting & Reporting.**
- Assist in Financial accounting, Fixed Assets accounting and Capex, finalization of P & L, and Balance sheet.
- Review & strengthening of financial & internal controls in company operations.
- Evaluation of various financial proposals including capex proposals.
- Look at various expense controls & reduction measures.
- Participation in special projects and ad-hoc requests as assigned.
- Assist in Maintenance of fixed assets register and project accounting.
- Support the internal and external audit process
- Preparation of monthly Bank reconciliations and closure of reconciliation items
- Monthly Balance sheet breakdown for specific schedules
- Sales update and reconciliation with GL
- Passing Month close entries as per the input received from region after verifying the limits and policies.
- 100% compliance and documentations.
- Preparation of Schedule for audit purpose, internal and external
- Review of Statutory compliance with PTP team

SELECTION PROCESS: The entire hiring process will be done on Superset Platform (students must register on the links given below.)

PROCESS OF REGISTRATION:

01. 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/bef65TXdUhXGNukZ7>

02. **You must also** 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 **superset platform** and should submit to register successfully. **Please click on the links according to the posts applied.**

• **FOR HR MANAGEMENT TRAINEE:**

<https://app.joinsuperset.com/join/#/signup/student?jp=46da0b81-d266-4fad-b193-8fa8c9aa21fb>

• **FOR FINANCE MANAGEMENT TRAINEE:**

<https://app.joinsuperset.com/join/#/signup/student?jp=aea145fd-a0c7-42e4-b769-34a991183a1c>

03. Students registered with the T&P Department for placements are only eligible.

04. Already placed & debarred students are not eligible.

05. Updated list of debarred students is available with the respective Faculty Coordinators.

06. Please note that it is mandatory to submit the above form to nominate successfully.

07. The form can be submitted only once, thus please be cautious while filling up the form.

08. The Resume File name must be the student's own name.

09. Registration will close at 11:59 pm, Sunday 22nd January 2023.

10. One student can Register only once, thus be cautious while registering.

11. Please Note: The Registration process will automatically turn off after the provided deadline.

12. You are advised to read & understand the disclaimer below before applying for this opportunity.

13. For queries you may call or WhatsApp @ Ph- 6206449844 (Prof. Rahul Kumar Dubey - Assistant Professor Training & Placement Dept.) or write a mail to placements@arkajainuniversity.ac.in.

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation.

Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore, students are strictly advised to read and clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.