

ARKA JAIN UNIVERSITY
DEPARTMENT OF TRAINING & PLACEMENT
INTERNSHIP CUM PLACEMENT OPPORTUNITY
@ VERVE ADVISORY PVT LTD

NOTICE NO.: AJU/T&P/UG/0076/23-24

DATE: 04-05-2024

NAME OF COMPANY: Verve Advisory Pvt Ltd

**Registrations will close on 05th May 2024 @
11:59 pm**

COMPANY PROFILE:

VERVE Advisory Private Limited, is a financial services provider Company where 100+ subject matter experts skillfully steer International Clients through business support functions and empower their businesses by adding value through innovative technology solutions.

The Company already has a global footprint serving clients from different parts of the world and to date, we have been on-boarded for **200+ International Clients Engagements with a whopping 1, 00,000+ Billable Hours.**

Website: <https://lnkd.in/dGu24HGR>

NAME OF THE POSITION VACANT: Accounts Intern

ELIGIBILITY: BBA & [B.COM](#) (Finance)

PASSING YEAR: 2024

DURATION: 6 Months (Conversion will be based on candidates performance).

STIPEND: 10,000 per month

ROLES & RESPONSIBILITIES:

Passing accounting entries daily.

- Accounting for purchase & expense invoices.
- Overseeing stock/inventory accounting in Tally.
- Maintaining Cost Centers in Tally.
- Checking invoices against purchase orders.
- Preparing age-wise receivable/payable reports.
- Approving vendor payments.
- Standard email communication.
- Preparing MIS Reports.
- Taking care of legal compliance while making payments.
- Following receivables.
- Understanding accounting standards, and principles.
- Preparation of Various reports such as A/R, A/P, Estimates, etc.
- Preparation of Tax invoices in Domestic as well as foreign currency.
- Month-end closure of books.

SKILLS: Knowledge of Tally & MS Office

PERKS:

- Certificate
- Flexible work hours
- 5 days a week
- Traveling- - 20-30days

JOB LOCATION:Virtual Office (8 hours working daily over the Zoom call, request you to keep the audio and video on during the working hours)

PRE-REQUISITES:

- Own a laptop and a proper wi-fi connection.
- Ready to work in the night shifts.

SELECTION PROCESS:

Group Discussion, Personal Interview, HR

TENTATIVE JOINING DATE (IF SELECTED): Immediate

PROCESS OF REGISTRATION:

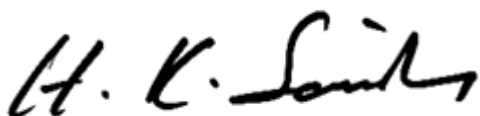
01. Interested students need to click on the both given below links or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

1. <https://forms.gle/EQUATD2kgBpEz9fa6>

2. <https://forms.gle/3Jxmz1PXjPtVZYT18>

02. Students registered with the T&P Department for placements are only eligible.
03. Please note that it is mandatory to submit the above form to nominate successfully.
04. The form can be submitted only once, thus please be cautious while filling up the form.
05. The Resume File name must be the student's own name.
06. **Registration will close on 05th May 2024 @ 11:59 pm.**
07. One student can Register only once, thus be cautious while registering.
08. Please Note: The Registration process will automatically turn off after the provided deadline.
09. You are advised to read & understand the disclaimer below before applying for this opportunity.
10. For queries you may WhatsApp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



DEAN – TRAINING & PLACEMENT

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 clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.