

INTERNSHIP OPPORTUNITY

Greetings from the placement and Internship Cell.

We are glad to announce **that ANTONY ROAD TRANSPORT SOLUTIONS PVT LTD** is keen in hiring interns from our college.

ABOUT THE COMPANY: Antony Road Transport Solutions P Ltd is an SPV set up by Antony Group (Mumbai based), to execute prestigious Cluster bus operations under GNCT Delhi. They are successfully operating 251 public transport buses (ORANGE) in Delhi from Rajghat and Seemapuri Depot under Cluster 7 since Year 2013. They recently signed agreement for new clusters (13 & 16A) for additional 600 buses in Delhi.

JOBS DESCRIPTION:

1. BUSINESS OPERATIONS EXECUTIVE

- * Planning and execution of the tasks given effective completion of the tasks
- * Detailed reports on tasks completion or pending tasks
- * Graduate in any stream
- * Good command on written/communicative English
- * Comfortable in working on computer/laptop and printer
- * Comfortable in MS Word / MS Excel
- * Good negotiation skills
- * A Good co-worker who gels with the team
- * Open for local travel
- * Confident person
- * Pleasing personality

2. HR EXECUTIVE

- * Handling Joining formalities and Exit interview for employees.
- * Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- * Recording, maintaining and monitoring attendance to ensure employee punctuality.
- * Preparing salary of employees.
- * Handling employee lifecycle, i.e. from on boarding to exit.
- * Preparation of MIS of all employees
- * Documentation and written communication with relevant departments
- * Graduate in any stream
- * Good command on written/communicative English
- * Comfortable in working on computer/laptop and printer
- * Comfortable in MS Word / MS Excel

3. ACCOUNTS OFFICER

- * Manage company accounts, bank, bills payable & bills receivable for smoother operations of office.
- * Need to prepare ageing report.
- * Comprehend chart of accounts
- * Documents filing for accounting and prepare cash voucher and petty cash payments.
- * Need to maintain cash book , Journal , ledger , preparation of P&L account
- * Reconcile bank account.
- * Day to day accounting function to be maintained on Tally ERP Obtains necessary approval of payments.
- * Need to maintain accounting control procedures.
- * Make routine monthly adjustments and closing entries.
- * Need to assist in data maintenance - Report Generation (Daily, Weekly, Monthly, Quarterly, half yearly and yearly)
- * Assist with costing preparation
- * Reconcile company's creditors/debtors and need to communicate for obtaining supporting documents.
- * Maintain asset records. Calculate records depreciation schedule. Transfer or record disposals / retirement of fixed assets.
- * Adjust entries for amortizations prepaid ; analyzing and reconciling retain age and accounts payable ledgers.
- * Stock audit report on monthly basis.

Link for registration:

<https://forms.gle/CqYq588KRh52SUKCA>

NOTE:

Interview and work Location:

Antony Road Transport Solutions Pvt Ltd 2303, 3rd Floor, Tower-2, Express Trade Tower, Sec-132, Noida,UP (201301)

Salary for all 3: INR 18,000 - INR 25,000 per month

- Immediate joining, NCR residents preferred.

-Internship in same domain is must.

For any query, mail at

matasundripcell@gmail.com

Regards,

Placement and Internship Cell

Mata Sundri College for Women