### Job Description:

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| --- | --- | --- | --- |
| **Job Title:** | Trainee | **Department:** | ACCOUNTS |
| **Grade:** | GET/GT | **Band/Cadre:** | 6 |
| **Zone:** | 1 | **Location:** | DWARKA |

**Functional Summary:**

Acme India is India’s leading coach and lavatory furnishing company offering world class products and services. We have been widely known and trusted for bringing in technologically advanced products which are most durable, robust, aesthetically pleasing and complying with complete EN-45545 HL3 specifications and at par with the global standards.

**Position Summary:**

Participating in meetings, workshops and team-building events. Taking notes on experiences and keeping a lot of things learned. Compiling reports and making presentations to other staff members. Analyzing existing systems and offerings new ideas for improvement.

**Purpose:**

A **trainee** is an official employee of the firm that is being trained to the job they were originally hired for.

**Key Skills Required:**

|  |  |
| --- | --- |
| **S.No** | **Skills Required** |
| 1 | * Self-motivation. |
| 2 | Strong verbal and written presentation **skills** |
| 3 | Excellent math and computational ability |
| 4 | Effective communication and interpersonal **skills** |
| 5 | Bachelor degree in business or any related field. |
| 6 | Ability to reflect on one's own work as well as the wider consequences of financial decisions |
| 7 | Organizational **skills** and ability to manage deadlines |
| 8 | Communication and interpersonal **skills** |
| 9 | * Proficiency in IT. |

**Key Responsibilities:**

|  |  |
| --- | --- |
| **S.No** | **Description** |
| 1 | * Preparing accounts and **tax** returns. |
| 2 | * Administering payrolls and controlling income and expenditure |
| 3 | * **Auditing** financial information |
| 4 | Responsible for administering payroll, **accounts** receivable, and **accounts** payable to keep records up-to-date. |
| 5 | Financial forecasting and risk analysis |
| 6 | Establishing order quantities |
| 9 | Preparing Daily ,Weekly and Monthly Report |
| 10 | Set clear team goals |
| 11 | Delegate tasks and set deadlines for your internal team |
| 12 | Work with the board of directors to determine values and mission, and plan for short and long-term goals. |
| 13 | Identify and address problems and opportunities for the company. |

**Person Specifications:**

**PROFILE:**

The main role of **a Trainee** is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duty.

**Individual Information/Requirement:**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Must have** | **Good to have** |
| Qualifications: | Graduation | B.Com |
| Experience: | Fresher |  |
| Special Requirements: | 1. Age Criterion 2. Gender Preference 3. Compensation Range | 21 Yrs  Male  1.98 LPA |

**Signature Signature**

**Functional Head Human Resources**