



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2024/ 975

30th April 2024

Sub. Placement opportunity for B.Com students of GGSIP University of the batch passing out in 2024 in the company “Emaar India”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for B.Com students of GGSIP University of the batch passing out in 2024 in the company “Emaar India” for your reference and circulation to students to apply on given link by **1st May 2024**:

Registration Link: <https://forms.gle/9ZW1WThBeV2P7ArPA>

Name of Company – Emaar India

Position: Graduate Engineer Trainee

Eligibility: B.Com students of 2024 passing out batch

Place of Posting : Emaar Business Park, Sikanderpur Crossing, Sector 28 Gurgaon 122002.

Job Title: Accounts Receivables and Payments Trainee

Designation: Graduate Trainee

Department: Finance

CTC – INR 3.59 LPA

Please find attached JD and CTC calculation sheet attached for more information.

LAST DATE FOR REGISTRATION IS 1st May 2024.

(Dr. Nisha Singh)
Training and Placement Officer
CCGPC, GGS IP University



JOB DESCRIPTION

JOB DETAILS	
Job Title: Accounts Receivables and Payments Trainee	Designation: Graduate Trainee
Company: Emaar India	Department: Finance
Reports to: Manager/ Senior Manager	Location: Emaar Business Park, Gurgaon

JOB SUMMARY
Accounts Receivables and Payments: The Trainee will be responsible for assisting with the organization's accounts payable and accounts receivable functions. The specialist will work closely with the Accounts and Payments team and other stakeholders to ensure timely and accurate processing of payments and receipts.

ROLES AND RESPONSIBILITIES
<ul style="list-style-type: none">▪ Gain in depth understanding of the accounts payable / receivable processes▪ Develop functional skills to operate all ERPs involved in the processing of accounts receivable and accounts payable processes.▪ Learn Key excel functionalities required to perform day to day tasks.▪ Assist with the organization's accounts payable process, including processing invoices, verifying accuracy, and ensuring timely payment.▪ Assist with the organization's accounts receivable process, including generating invoices, monitoring payments, and following up on overdue payments.▪ Maintain accurate and up-to-date records of all financial transactions, including receipts, invoices, and payments.▪ Reconcile accounts payable and accounts receivable statements and resolve any discrepancies.▪ Communicate with vendors and clients to resolve any issues related to payments or receipts.

QUALIFICATIONS
<ul style="list-style-type: none">▪ Bachelor's degree in accounting, Finance, or related field.▪ Ability to work independently and as part of a team.▪ Basic working knowledge of Microsoft Office (Word, Excel, PowerPoint).

Designation	Graduate Trainee		
Department	Accounts Receivables /Payables		
Band	5		
Location	Gurugram		
Reporting to	Manager /SM		
	Amt (INR)	Annual (INR)	Remarks
Components			
Basic Salary	15,000	180,000	This is paid on a monthly basis. Retirement benefits are related to it.
Flexi Allowance (including HRA)	10,473	125,670	HRA is calculated @40% of Basic Salary for non metro cities. 50% of basic salary for metro cities. This amount is paid as a part of the salary.
Retirement Benefits			
Provident Fund (12% of Basic) – Employer Contribution.	1,800	21,600	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company/RPF. Similar amount is deducted from employee's basic salary as employee's contribution.
Fixed Compensation	27,273	327,270	
Performance Linked Pay			
Target Performance Pay for the performance year		32,727	PLP is paid annually. Actual payout is dependent on the performance ratings of an individual
Cost to Company	30,000	359,997	
Gratuity (15 days Basic)	722	8,658	This is governed by the Payment of Gratuity Act and the Gratuity Rules of the company.
Mobile Bill(CUG Plan)			Will be paid as per existing company policy
Group Mediclaim			Coverage as per existing company policy
Accident Insurance			Coverage as per existing company policy
Payouts will be monthly, based on number of days worked in a month.			
Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.			
In case an incentive policy is launched for your department your PLP component will become zero and your incentive will be governed by the aforesaid policy.			